

Human Resources Branch Memorandum

SUBJECT: Promotions in Place (PIP) Pre-Approval and Final RPA Process	NUMBER: HRB 2022-02
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DISTRIBUTION: CDFW Supervisors and Managers, Administrative Officers	EXPIRES: Until Superseded

Action Required Informational Only Control Agency Directive

Purpose

The purpose of this memorandum is to inform all California Department of Fish and Wildlife (CDFW) supervisors and managers of the recently updated California Department of Human Resources (CalHR) policy and process on promotions-in-place (PIP). Please note the significant changes to the PIP Procedure detailed below, including the addition of a Pre-Approval Process.

IMPORTANT! Approvals must be obtained by the Human Resources Branch (HRB), Budgets Branch (BB), and Executive Review Committee (ERC) prior to offering a promotion to any staff member.

Authority

[California Department of Human Resources \(CalHR\) Manual Section 1208](#)
[California Code of Regulations, Title 2](#), sections [26](#), [76.3](#), [83.1](#), [83.2](#), [83.3](#), and [242](#)
Government Code sections [18502](#), [18951](#), [19050](#), [18500](#), [18501](#), and [18502](#)

Policy

The CDFW encourages promotional advancement to employees who demonstrate a willingness and ability to competently perform assigned job tasks. A PIP provides the opportunity for an employee ready to assume a role of greater responsibility and more complex duties to advance by upgrading their current position.

All PIPs are subject to operational needs and initiated because of an identified need for higher level work and not at the request of the employee.

A PIP may be considered by the CDFW where all of the following apply:

- The position currently occupied by the employee is reallocated to the “to” class without a change of unit or location.*
- The employee’s “from” class has the same job functions as the “to” class but at the higher level. This must be documented in the Hiring Justification Request
- The PIP is not from a rank-and-file classification to a supervisory or managerial classification.**
- The PIP is not from a supervisory classification to a managerial classification

* A unit is where the employee routinely and regularly works. Promotions-in-place are not allowed across multiple units. In this case, CDFW would be required to recruit. For example: an Information Technology Division (ITD) containing three (3) units has an operational need for a higher-level position and wants to do a promotion-in-place within their Customer Service Unit. Eligible employees in the other units within ITD shall not be considered for this promotion-in-place, only those employees within that unit would be considered

**A PIP from a rank-and-file or supervisory classification to a higher level classification utilized in a non-supervisory specialist capacity is permitted. The CDFW will hold a modified internal/informal competitive process for promotions-in-place to high level specialist classifications. Please contact your [C&P Analyst](#) for more information.

PIP Pre-Approval Process for Non-Interchangeable Positions

Specific criteria must be met to approve a PIP. For positions that were not established as interchangeable, the CDFW requires all programs obtain pre-approval prior to offering promotional opportunities to eligible staff. An eligible employee is any person within the unit who satisfies the minimum qualifications of the promotional classification being offered and holds a position in a classification that meets the criteria for the upgrade in place.

Interchangeable Classifications – certain classifications are established interchangeably with the State Controller's Office (SCO). These classifications are recruited for at both the entry and journey-person level to assist with recruitment efforts. Interchangeable position numbers end in serial number 8XX. For example, an interchangeable position may be **advertised as both** a Staff Services Analyst (SSA) and an Associate Governmental Program Analyst (AGPA). Positions classified as interchangeable are exempt from the pre-approval process.

The Pre-Approval is obtained by submitting a paper Request for Personnel Action (RPA) to the [assigned C&P Analyst](#) for processing. Approval through the ERC is required to move forward with the PIP process. The RPA must include the following:

1. [RPA Cover Sheet \(DFW 242\)](#) – include all eligible employees for the PIP and position numbers under "Comments".
2. [Hiring Justification Request Form](#) – complete questions 1-6, 8-8b.
3. [Proposed Duty Statement](#)
4. Current Org Chart
5. Proposed Org Chart
6. Memo specifying how the opportunity will offered to staff and the competitive process. Include the draft email announcing the promotional opportunity and conditions to apply.

Once approved, programs may move forward with announcing the PIP to identified staff and move forward with the RPA process in the Human Resources Management System (HRMS).

* Employees shall not be involved in the RPA process for promotional opportunities in which they are eligible.

Note – it is no longer necessary to confirm with HRB the eligibility of all staff within the unit prior to announcing the PIP Opportunity. HRB need only check eligibility of the selected candidate.

Announcing the PIP Opportunity

After Pre-Approval is obtained, the supervisor of the unit must announce the opportunity to all eligible staff in the unit. The announcement must include a competitive process and request each individual submit a State Application STD 678. A competitive process can be achieved by requiring interested employees to submit a STD 678, Statement of Qualification, Interest Letter, and/or participate in an interview, etc.

Best Practice –include a link to the exam of the promotional classification in the PIP Opportunity Announcement, informing interested candidates that they must be reachable in the top three ranks to be considered for the opportunity.

Making the Selection and Submitting the RPA

The candidate selected for the PIP must:

1. Have permanent civil service status in their current position
2. Demonstrated satisfactory or higher job performance in their current position and show the ability and willingness to succeed in the higher level classification.
3. Competed in and pass an examination for the promotional classification and is currently placed on the employment list for that examination in one of the top three ranks or has reinstatement eligibility for the promotional class.

If the selected candidate meets all of the above criteria and eligibility (#3) has been confirmed by the [assigned C&P analyst](#), programs must next complete the RPA to appoint the selected candidate and obtain approval through ERC **prior to offering the promotion to the selected candidate. No offer or commitment of promotion should be made without approval.**

The RPA for the PIP is submitted electronically via HRMS. Please see the [PIP HRMS Job Aid](#) for assistance.

Once C&P, BB, and ERC approval is obtained for the selected candidate, the program may move forward with offering the promotion to the candidate and notifying non-selected candidates of the decision. These notifications must be included in the Proposed Candidate tab in HRMS.

Required Notifications Per California Code of Regulations Section 242

If some, but not all, eligible employees in a unit are selected for the PIP, program shall inform all eligible employees not selected, and make a reasonable effort to do so in person (or over Microsoft Teams), **and** in writing of the reasons for the decision and provide them the opportunity to obtain the competencies necessary for a promotion in the future. In addition to documenting the reasons for the decision, program must document the date and time of the in person (or Microsoft Teams) meeting in the written

notification. This documentation shall not be placed in the eligible employee's Official Personnel File – this documentation will be maintained in the Proposed Candidate Tab of the electronic RPA.

Contacts

If you have any questions or would like additional information, please contact your [C&P Unit analyst](#).