

Human Resources Branch Memorandum

SUBJECT: Hiring Process Updates: New Required Candidate Employment Letters - <i>UPDATED</i>	NUMBER: HRB 22-011 - <i>UPDATED</i>
	DATE ISSUED: November 7, 2022
DISTRIBUTION: CDFW Administrative Officers and Managers/Supervisors	EXPIRES: Until Superseded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) Administrative Officers and managers/supervisors of updates to the hiring approval process, including a new mandated employment letters that must be sent to candidates.

IMPORTANT! Approvals must be obtained by the Human Resources Branch (HRB), prior to making a final offer of employment to a candidate. Details are outlined below.

November 7, 2022, Update

In accordance with the California Department of Human Resources, departments are to discontinue the use of the Essential Functions Health Questionnaire (STD. 910). Currently, there is no form to take the place of the STD. 910.

The Tentative Employment Offer Letter [template](#) and [sample](#) have been updated to reflect this change. The update to the memo has been highlighted in yellow shading for easy reference.

Authority

[Government Code \(GC\) section 19057.2](#)

Updates to the Hiring Process

In accordance with [GC section 19057.2](#), the CDFW is required to provide applicants with the following information ***prior to job acceptance***:

1. A summary of the civil service position with the applicable salary range(s), and
2. A link to an internet website that provides California Public Employees' Retirement System (CalPERS) and State Civil Service Act benefits and protection information.

In addition, applicants are required to provide written acknowledgement to document that the required information was received prior to accepting employment.

To ensure compliance with this regulation and other pre-employment form requirements, the HRB has made updates to the hiring process as outlined below. All changes outlined below are effective **April 18, 2022**.

Request for Personnel Action (RPA) Submittal

A new *Tentative Employment Offer Letter* template has been developed and must be completed and submitted with the initial Request for Personnel Action (RPA) for all RPAs that include the recruitment of a candidate. The completed letter template must be upload into the Human Resources Management System (HRMS) for electronic RPAs or included with the paper RPA packet submitted via email to the Classification and Pay (C&P) Unit. The assigned C&P analyst will review the letter for accuracy as part of the RPA review process.

The initial *Tentative Employment Offer Letter* submitted with the RPA will be submitted without the date and candidate name and address.

If the position is being advertised for more than one classification (e.g., interchangeable positions), one letter template must be completed per classification.

Candidate Selection

Prior to making a final offer of employment to a candidate, the program's hiring unit must complete and send the *Tentative Employment Offer Letter* and all other required pre-employment forms to the candidate. Using the descriptions of when each form is required below, check the box next to each form on the letter that the candidate is required to complete, sign, and return:

- Enter the date and candidate's name and mailing address on the *Tentative Employment Offer Letter* included with the RPA.
- Select the box next to the forms the candidate must complete and return:
 - ~~Essential Functions Health Questionnaire STD-910~~ must be completed by all candidates, except for those positions required to undergo a medical clearance prior to employment, such as CDFW's Law Enforcement Peace Officer positions. The ~~STD-910~~ is used to determine if the CDFW needs to provide an accommodation to the candidate to perform the essential functions of the position. In the List of Essential Functions section, enter "Refer to attached duty statement." and attach the corresponding duty statement to the ~~STD-910~~.
 - Duty Statement – must be signed by all candidates
 - Statement Concerning Your Employment in a Job Not Covered by Social Security (SSA-1945) – must be completed if:
 - The candidate will be enrolled in the Part-time, Seasonal, and Temporary Employees (PST) Retirement Program; or
 - The position is designated as Safety or Peace Officer/Firefighter (POFF). CDFW's Law Enforcement Peace Officer positions are designated as POFF.

Note: Temporary Authorized Appointment (TAU)/hourly employees who are not eligible for California Public Employees' Retirement System (CalPERS) membership are enrolled in the PST Retirement Program until they have been paid for 1,000 hours in a fiscal year (July 1 – June 30). At that time, they are transitioned from the PST Retirement Program to CalPERS.

- Official Transcripts – the C&P analyst will identify if official transcripts are required in the eligibility approval email received prior to interviews.

The candidate must return the signed *Tentative Employment Offer Letter* and all other required forms to the program's hiring unit. Candidates may sign and return the *Tentative Employment Offer Letter* and all other required forms via DocuSign, PDF Sign, or original hard copies.

Upon receipt, the hiring manager/supervisor must sign the applicable forms and the hiring unit must upload the completed forms to the Proposed Candidate Information tab in HRMS or for paper RPAs email them to the C&P analyst. ***Start dates cannot be negotiated until the documents have been verified and approved by the HRB.***

After review and approval of the documents, the C&P analyst will provide final approval to hire via email, which will include the candidate's starting base salary. Typically, final approval to hire will be provided within three business days of receiving the required documents.

Once final approval is received, the hiring unit can provide the starting salary to the employee and negotiate a start date. The Proposed Start Date field on the Proposed Candidate Information tab in HRMS has been removed. Once the final offer has been accepted and a start date negotiated, the hiring unit must respond to C&P's final approval email to notify C&P of the candidate's start date.

Confirmation of Employment

A new *Confirmation of Employment Letter* template has been developed and provides the candidate with a written confirmation of their starting base salary and negotiated start date. After the start date has been negotiated and the final job offer accepted including acceptance of the starting salary, the hiring unit must complete and send a *Confirmation of Employment Letter* to the candidate.

The *Confirmation of Employment Letter* template also includes an Employment Authorization section which provides the candidate with critical information regarding the required documents to bring with them on their first day of employment to properly complete the Employment Eligibility Verification (Form I-9). If the candidate is a current state employee, the Employment Authorization section of the template should be removed before sending the letter to the employee since they are not required to complete a Form I-9.

The hiring unit must submit a copy of the signed *Confirmation of Employment Letter* with the employee's hiring packet to the HRB via the [Ask HR](#) portal to be filed in their Official Personnel File.

Candidates who would like to request a Hiring Above Minimum (HAM) rate, must do so at the time the verbal final offer is made. Once the *Confirmation of Employment Letter* has been sent, the candidate is considered to have accepted the final offer and a HAM will not be considered. Refer to [HRB 21-004 HAM Memorandum](#) for more information.

Resources

- Tentative Employment Offer Letter [Template](#) and [Sample](#)
- Confirmation of Employment Letter [Template](#) and [Sample](#)
- ~~[STD-910](#)~~
- [SSA-1945](#)

Contacts

If you have any questions or need additional information, contact your assigned [C&P analyst](#).