

## ***HUMAN RESOURCES MEMORANDUM***

<b>SUBJECT:</b> <b>HR MOD STATISTICAL REPORTING PROCESS</b>	<b>NUMBER:</b> 11-014
	<b>DATE ISSUED:</b> 05/18/11
<b>DISTRIBUTION:</b>  <b>PERSONNEL LIASIONS; ATTENDANCE CLERKS</b>	<b>EXPIRES:</b> Until Superseded

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**Introduction** The Human Resources Modernization Team (HR MOD) has developed several open online exams for use by all departments. The online examinations are self certified (meaning the applicant believes he/she meets the minimum qualifications).

**Note:** Job offers shall not be made until the Office of Human Resources, Classification and Pay (C&P) Analyst has given final approval to the Personnel Liaison.

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**Purpose** This Human Resources memorandum provides the Personnel Liaisons with HR MOD statistical reporting procedures in order to comply with the requirements of this program.

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**Open exam listing** A current list of HR Mod online exams is available at:  
<http://www.dpa.ca.gov/hr-modernization/online-exams.htm>.  
Or see Attachment D

**Note:** The list above is subject to change

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### **Process**

<b>Steps</b>	<b>Process</b>
1.	After screening applications, Personnel Liaisons will send an Online List MQ Review Worksheet (Attachment A) along with <b>copies</b> (no faxes) of the applications, resumes, licenses, credentials and certificates (for up to 10 candidates) to the Examination Unit. Hiring supervisors may also interview first and send only the selected candidate's application and worksheet to the Examination Unit. Send packages to: OHR Examination Unit Online Exams 707 3 <sup>rd</sup> Street, 7 <sup>th</sup> Floor, MS402 West Sacramento, CA 95605

2.	Within two work days, the Examination Unit Analyst will review the worksheet and applications and provide the MQ verification results, via email, to the Personnel Liaison and appropriate C&P Analyst.
3.	Personnel Liaisons must complete the Hiring Information document to ensure all of the steps are covered (Attachment B); must retain copies of Attachment B for each appointment; and return the Hiring Information document to the Examinations Unit within 10 business days of an HR Mod hire. The form is to include the employee information, hire date and time-base information, hiring process information and the scheduled probation report dates.
4.	The Examination Unit will forward the Online Exam Data Collection Form (Attachment C) to the Personnel Liaisons. The Personnel Liaison will receive a Data Collection Form for each HR Mod classification for their office or agency when a hire has been made from an HR Mod list. Personnel Liaisons will take the data from the Hiring Information document to complete the Online Exam Data Collection Forms. When probation reports are completed, the Personnel Liaison must forward a copy of the Online Exam Data Collection Form back to the Examination Unit.
5.	Approximately every 3 - 6 months the Department of Personnel Administration and State Personnel Board will require the Department to report all probation and hiring information. The Examination Unit will request the completed Data Collection Forms. If there is any missing information on the Online Exam Data Collection Spreadsheets, the Personnel Liaisons will be contacted by the Examination Unit to respond with the needed information by a specified date.

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**Contact**

For questions regarding this memorandum, please contact your OHR C&P Analyst or the Examination Unit.

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**Attachment B**



**Hiring Information**  
(from a Three Rank Pilot Examination)

Employee Name: \_\_\_\_\_  
 Examination: \_\_\_\_\_  
 Position Number: \_\_\_\_\_

**Hiring Information**

Hire Date: \_\_\_\_\_

Check all that apply:

- Permanent Hire                       Limited Term Hire                       New to State Service  
 Departmental (Internal) Hire                       Promotion-In-Place  
 List Appointment after a Transfer Appointment (A02 to A01 in the same class)

**Hiring Process**

Was this position advertised?  YES                       NO  
 (If Yes, complete the following three questions. If No, proceed to the Probationary Information section.)

Number of Applications Received: \_\_\_\_\_

Was a Supplemental Application (Supplemental Questionnaire) used in the hiring process?

- YES                       NO

Number of Applicants Interviewed: \_\_\_\_\_

**Probationary Information**

- Probation Period is not required

(If a Probationary Period is required, complete the following probation tables.)

1 <sup>st</sup> Probation Report		2 <sup>nd</sup> Probation Report		3 <sup>rd</sup> Probation Report	
Due Date		Due Date		Due Date	
Completion Date		Completion Date		Completion Date	
Overall Rating		Overall Rating		Overall Rating	

Final Probation Results		Comments:
Date Passed		
Date Failed		



## Attachment D

### Online exams co-sponsored by HR Mod and SPB

- [Accountant Trainee](#)
- [Associate Governmental Program Analyst](#)
- [Attorney \(Staff Counsel\)](#)
- [Attorney III - Specialist \(Staff Counsel III - Specialist\)](#)
- [Attorney IV \(Staff Counsel IV\)](#)
- [Auditor I](#)
- [Environmental Scientist](#)
- [Investigator](#)
- [Labor Relations Analyst](#)
- [Physician and Surgeon](#)
- [Registered Nurse](#)
- [Special Investigator](#)
- [Staff Services Manager I](#)
- [Staff Services Manager II \(Supervisory & Managerial\)](#)
- [Staff Services Manager III](#)

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