

Subject: PRE-EMPLOYMENT CLEARANCE

REFERENCES	SECTIONS
Human Resources Policy Memos http://www.dgs.ca.gov/ohr/Home/HRPolicyMemos.aspx	HR 99-008, 03-013
Law & Regulation http://leginfo.legislature.ca.gov/faces/codes.xhtml;jsessionid=c18cc2d3471c5f838ca199b3228d http://leginfo.legislature.ca.gov/faces/codes.xhtml http://weblinks.westlaw.com/toc/default.aspx?Abbr=ca%2Dadc&Action=ExpandTree&AP=I7A8358D02FD611E08D0F9C215E074EDC&ItemKey=I7A8358D02FD611E08D0F9C215E074EDC&RP=%2Ftoc%2Fdefault%2Ewl&Service=TOC&RS=WEBL13.04&VR=2.0&SPa=CCR-1000&pbcd=DA010192&fragment#I7A8358D02FD611E08D0F9C215E074EDC	GC 19253.5 SPB Rules 172 et. Seq., 213-213.6
Memo of Understanding (MOU) http://www.calhr.ca.gov/state-hr-professionals/Pages/bargaining-contracts.aspx	Refer to Employee's MOU
Personnel Management Policy and Procedures Manual (PMPPM)	370, 371, 372, 375, 377
Responsible Control Agency and Program http://www.spb.ca.gov/	State Personnel Board
Other:	
Payroll Procedures Manual (PPM) http://www.sco.ca.gov/ppsd_ppm.html Attendance Clerk Manual (Vol. 2) http://www.documents.dgs.ca.gov/ohr/GuidesManuals/ACvol2.doc Personnel Operations Manual (POM) sections: Immigration/I9 http://www.documents.dgs.ca.gov/ohr/pom/I9%20Revise.doc Medical Clearances (STD 910/STD 610) http://www.documents.dgs.ca.gov/ohr/pom/Mandatory%20Medical%20Clearances.doc Hire Above Minimum http://www.documents.dgs.ca.gov/ohr/pom/HAM.doc Transfer of List Eligibility http://www.documents.dgs.ca.gov/ohr/pom/Trnsfr%20of%20Lst%20EligibilityRevise.doc Duty Statement http://www.documents.dgs.ca.gov/ohr/pom/DutyStatementrevise.doc Conflict of Interest (Form 700) http://www.fppc.ca.gov/ and http://www.documents.dgs.ca.gov/ohr/pom/ConflictofInterestrevise.doc	6.1

Pre-employment Clearance

Policy It is the policy of the DGS, in accordance with State civil service laws, rules, and policies, to require completion and submission of pre-employment clearance documents prior to the effective date of appointment (acceptance of a job offer and prior to first day of work).

Purpose The purpose of pre-employment clearance documents is to ensure that all appointees to and employees in the state civil service shall possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class. Where the position requires the driving of an automobile, the employee must have a valid state driver's license, a good driving record and is expected to drive the car safely.

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Pre-employment Clearance, Continued

Required documents The following table identifies the documents required prior to an employee's first day on the job.

YES: Required

NO: Not Required

Asterisk (*): See Comments

Appointment Document/ Form Number	New to State Service	Reinstate -ment	Transfer from Other State Agency	Transfer Within DGS	Comments
Employee Action Request (Std. 686)	YES	YES	OPTIONAL	NO	
Oath of Allegiance (Std 689)	YES	YES	NO	NO	Required for all new hires and rehires with a permanent break in service http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std689.pdf
Oath of Office (exempt positions only) (STD 688)	YES*	YES*	YES*	YES*	Employee will not be paid for any day prior to signing oath http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std688.pdf
State Employee Disability Questionnaire (SPB T100-131)	YES	YES			
State Employee Race/Ethnicity Questionnaire (SPB 300-1070)	YES	YES			

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Pre-employment Clearance, Continued

Required documents
(continued)

Appointment Document/ Form Number	New to State Service	Reinstatement	Transfer from Other State Agency	Transfer Within DGS	Comments
Employment Eligibility Verification Form (I-9)	YES*	YES*	NO	NO	EE will not be allowed to work until I-9 received
Health Questionnaire (Std. 910)	YES*	YES*	YES*	YES*	EE will not be allowed to work until received and approved; required for all classes including those classes that require a medical
Medical examination (Std. 610)	YES*	YES*	YES*	YES*	EE will not be allowed to work until received and approved; refer to Medical Clearance section of this manual for a list of classes requiring a medical
Hire Above Minimum (HAM) (OHR-906)	YES*	NO	NO	NO	Required if requested pay exceeds the minimum salary range of the class; must be approved before EE starts work
List/Transfer eligibility	YES*	YES*	YES*	YES*	EE's list/transfer eligibility must be verified by Classification and Pay Analyst prior to making job offer
Drug screening	YES*	YES*	YES*	YES*	DGS does not currently utilize this process

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Pre-employment Clearance, Continued

Required documents
(continued)

Appointment Document/ Form Number	New to State Service	Reinstatement	Transfer from Other State Agency	Transfer Within DGS	Comments
Background investigation	YES*	YES*	YES*	YES*	Only for EEs accepting position within correctional facility; background investigation must be performed prior to requesting health questionnaire/medical
Essential functions duty statement	YES*	YES*	YES*	YES*	EE must review and sign during interactive process with hiring supervisor when completing hiring documents
Conflict of Interest (Form 700)	YES	YES	YES*	YES*	Prior to appointment it is suggested that the form be completed at the time of the job offer to ensure the potential employee complies with the requirement of the position. If the employee declines to comply with the requirements of the position, the second best qualified candidate may be offered the position. Form 700 is dependent on the type of hire .

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Pre-employment Clearance, Continued

**Oath of
allegiance
STD 689**

All civil service employees, **except** for legally employed aliens, **shall** be required to complete the "Oath of Allegiance" (Parts 1 and 3) **on or before** the effective date of appointment and prior to entering the duties of the position.

Legally employed aliens shall take the Oath as soon as they have complied with citizenship requirements. Non-citizens are required to complete Part 2 and 3 of the STD 689 prior to appointment. If a non-citizen becomes a naturalized citizen at a later date, an Oath must then be obtained and filed.

**Signature
authority**

Anyone who is a current employee of the DGS, including the hiring supervisor or personnel liaison, is considered an appropriate delegated authority and is authorized to sign the Oath of Allegiance.

**Where to file
STD 688 and
STD 689**

The STD 689, Oath of Allegiance, is filed in the employees Official Personnel Folder.

The STD 688, Oath of Office, is filed with the Secretary of State with a copy attached to the Request for Personnel Action (RPA) for those board members that will be paid. The Secretary of State's address is:

1500 11th Street (IMS D-15)
Sacramento, CA 95814
Attn: Rita Rowe (telephone 653-8435)
