

HIRING OPTIONS

Lateral Transfer The movement of an employee from one class to another within or outside the department. The classes must have substantially the same level of duties and responsibilities. Lateral transfers do not require, in most circumstances, any examination. The guidelines used in determining this hiring procedure are outlined below:

- There cannot be a promotional relationship between the classes.
- There must be **less than 10%** difference between the top salary range of your current classification and the classification into which you are transferring.
- The employee does not have to meet the minimum qualifications (MQs), but must meet any license, credential, registration, or certificate of proficiency requirements.

Demotion The movement of an employee to a classification with a maximum salary rate at least 10% lower than their current maximum salary rate.

Temporary Loan This is technically not an appointment process. It is a method used by management to borrow employees from another work unit for a short period of time to process peak workload demands.

T & D Training & Development Assignments. T&Ds are made for career development and especially for upward mobility, and to aid in employee placement. Typically T&Ds are to classes the employee could transfer to, and are never longer than a 24-month duration; they cannot be in the employee's direct line of promotion; and the intent is that the employee will meet the MQs of the T&D class by the end of the T&D assignment. They require the approval of the employee, the current hiring authority, and the "receiving" hiring authority; any of the three can terminate a T&D prior to its specified completion date.

TAU Temporary Authorizations. TAU's can be made for up to nine consecutive months' duration when eligible lists contain two or fewer names. Advance approval from the State Personnel Board (SPB) is required for TAU's, which is rarely granted in promotional situations.

Reinstatement This is an action whereby a former State employee can reenter State service into a classification comparable to the highest one he/she formerly held, or a lower class, or whereby a current State employee can return to a former classification or level he/she held. Former State employees have unlimited eligibility for reinstatement, subject to the approval of the appointing power.

Out-of-Class Assignment Technically not an appointment, but a means of filling a critical vacancy or need with an employee by keeping the employee in the present position and class but working at the same or higher level, performing the duties of another class. Department of Personnel Administration (DPA) rules generally restrict this to under 120 days, and require payment for over 15 days. Employees designated as managerial, however, are not compensated, per DPA rules.

Interagency Loan This involves borrowing another department's employee to utilize their expertise, typically for up to a year. An interagency agreement is usually required.

Retired Annuitant Retired State employees can be hired for up to 120 calendar days or 960 hours in any calendar year without affecting their retirement status. They have to come back to positions to which they had status or to which they could have transferred. These appointments require advance approval, and the retired annuitant should check with the retirement system prior to appointment.

Personal Services Contract These are used frequently to hire training consultants and/or those with professional expertise for short duration work that normally cannot be performed within State service.

Student Assistant & Graduate Assistant These are classes which can be used to appoint, on a temporary basis, persons enrolled in collegiate study at the undergraduate and graduate levels. Job assignments must be related to the individual's collegiate specialty.

Seasonal Class Classes such as Seasonal Clerk exist to provide clerical assistance for peak workload periods that do not represent work of an ongoing nature. By statute, Seasonal Clerk appointments must first be made available to all interested persons on AFDC, and eligibility for appointment is established by the Employment Development Department (EDD). (The filing period for seasonal employment is October 1 - November 30). No examination is required.

Eligible List As a result of the exam process, various types of eligible lists are developed: **Promotional** - Servicewide, multi-departmental, departmental, subdivisional; **Open** - Statewide and spot and open nonpromotional. The time base on a certification list may vary from full-time status to part-time, or intermittent status. The tenure may be either permanent or limited term.

HIRING OPTIONS (Continued)

LEAP Limited Examination & Appointment Process. This is a special State Personnel Board program specifically directed to accelerate hiring of disabled workers into State service. Under LEAP, a LEAP class is established parallel to the civil service class. A LEAP examination is held in the parallel class, and the appointing power may select anyone from the entire LEAP list without regard to list placement. The appointee serves for several months (one third of the regular probationary period), in the LEAP class under a planned developmental program. If successful, the appointee is transferred (transitioned) into the parallel civil service class, thereafter serving a full probationary period. LEAP lists are obtained from the State Personnel Board.

SROA State Restriction of Appointment. SROA lists take precedence over regular eligible lists, but not reemployment lists, since they contain people who are likely to be demoted or laid off unless they are placed. SROA is an official statewide program administered by the SPB and DPA. SROA lists are obtained from the State Personnel Board.

Appropriate List When insufficient names (fewer than three) exist on an eligible list, appropriate lists may be used. Appropriate lists are obtained from another department through the Testing Unit with prior approval from each appointing power. The lists must be substantially the same or a classification at a higher level.

Reemployment List This list takes precedence over all eligible lists since it contains names of people who have been demoted or laid off. This list is obtainable from the State Personnel Board.

Transfer List Eligibility Eligibles may transfer their list eligibility from one department to another only if the classification is the same and the departments administered their examinations using the same selection process. There are, however, some restrictions. If this process is a consideration for filling a vacant position, contact the Testing Unit for additional information.

TESTING OPTIONS

Open Examination Utilized when examining for entry-level, specialized or technical classes and the qualified candidate group is outside of State service working in private industry. **Career Credits** do not apply. **Veterans Preference Credit** is applied to the open list only if the exam is an entry-level exam (requiring less than a Bachelor's Degree and two years' experience).

Open & Promotional Utilized when there is an identified, qualified promotional group which is not of adequate size to meet the needs of the department. In this exam, two eligible lists are established (a promotional list and an open list). The promotional list must be used before the open list. **Career Credits** do not apply. **Veterans Preference Credit** is applied to the open list only if the exam is an entry-level exam (requiring less than a Bachelor's Degree and two years' experience).

Promotional Utilized when a qualified candidate group of adequate size is within State service. **Career Credits** and **Veterans Preference Credits** do not apply.

Statewide Administered throughout the State in locations where examining facilities are available. This applies to open exams which have positions throughout the State, such as the Telecommunications Technician classification. In this instance, a Conditions of Employment form, OAS 10, is used to determine the location preference of the candidates.

Spot or Local Administered in a county or a specific geographic location such as Los Angeles county for the purpose of establishing an employment list to fill vacancies in that particular location. Spot local exams can be administered either on an open or promotional basis.

Area An area exam is restricted to a certain geographic location such as San Francisco Bay Area, Northern or Southern California, Sacramento/Yolo Counties. The counties must be adjoining and candidates will take the exam only for that area. This applies mainly to open exams.

Departmental Limits competition to qualified competitors employed in a specific department.

Multi-Departmental Limits competition to those employed within agency, such as: Department of Water Resources, State Water Resources Control Board and the Air Resources Board, or specific departments, such as the Franchise Tax Board and the Department of Finance.

Servicewide Allows all qualified State employees to compete without regard to the department in which they work. This type of exam would be administered by the State Personnel Board.