How to Prepare and Complete

A
Request for Personnel Action
(RPA)

How to Prepare and Complete a Request for Personnel Action (RPA)

Overview

The Request for Personnel Action (RPA) form tells the Department of General Services (DGS), Office of Human Resources (OHR) what you, as a supervisor, manager or Personnel Liaison (PL), want to do. A RPA package is required for all personnel transactions **except modification to work schedules, range changes, or separations.** The RPA must be approved and signed by management and submitted to OHR. When OHR receives the RPA with the appropriate documents attached, including an approved hiring freeze exemption, if applicable, the recruitment process can begin.

Steps in the recruitment process

The steps in the recruitment process include:

- placing the job announcement on the vacancy database listing
- distributing the Job Opportunity Bulletin
- ordering the certification including the State Restriction of Appointment (SROA) list, and
- sending contact letters to list eligibles.

Purpose of a Request for Personnel Action (RPA)

The purpose of the RPA is to effect changes of:

- Authorized positions,
- Personnel occupying these positions,
- A combination of these actions,
- Provides a complete package for OHR to prepare and process appropriate control documents,
- Enables OHR to ensure that proposed changes comply with applicable laws, rules, and policies,
- Provides documentation for audit purposes, both internally and externally (Department of Personnel Administration, State Personnel Board, Department of Finance, and State Controllers' Office), and
- Provides hiring supervisors with documentation for future reference.

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Common uses for an RPA

- Recruitment and filling a vacant position,
- Documenting an employee's time base change,
- Documenting an employee's promotion,
- Reclassifying an existing position,
- Establishing a new position, or
- Transferring an employee to another position within or between Agency/Office/Division.

Roles and responsibilities

The roles and responsibilities in the RPA process are indicated in the table below:

Role	Responsibility
Personnel Liaison	• To prepare and complete the RPA package • To review the duty statement and justification with the supervisor • To assist the hiring supervisor with interviewing and selection process • To obtain and submit approved hiring freeze exemption • To notify Classification and Pay (C&P) Analyst of selection • To obtain and submit pertinent hiring documents
Classification and Pay (C&P) Analyst	• To approve/disapprove RPA package • To request a certification, if applicable • To post the JOB • To verify candidate eligibility • To make range level determination, if applicable

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Roles and responsibilities (continued)

Role	Responsibility
Certification Specialist	• To order a certification list • To send out inquiry letters • To clear SROA list • To provide applications to contact person • To clear certification after selection is made
Personnel Specialist	• To key in appointment of selected candidate • To file the RPA package documents appropriately • To work with Attendance Clerk to ensure all appointment documents are submitted

Definitions

The table below defines terminology you should be familiar with in order to prepare a RPA.

Term	Definition
Org Chart	Depicts the reporting relationships of the positions in an organization, including the class title, incumbent's name (or Vacant), the position number and time base
JOB	Is the job opportunity bulletin (JOB), which depicts the duties, requirements, selection criteria and final file dates of the position

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Definitions (continued)

Term	Definition
Justification	Demonstrates the need and/or reason for filling, reclassifying or transferring the position (refer to the Essential Functions Duty Statement Preparation and Construction Manual)
RPA	Is the document that authorizes a personnel transaction
EF Duty Statement	Is the essential functions duty statement required on all position changes effective 7/1/02 (refer to the Essential Functions Duty Statement Preparation and Construction Manual)
CBID	Is the collective bargaining identification assigned to the classification

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Lead time and attachments

Lead-time is necessary to allow OHR a reasonable amount of time (at least seven business days) to prepare documentation required by control agencies. Processing and approvals often may not take the full time required. On an exceptional basis, depending upon internal workload or action requested, processing and approval may take longer.

To process a RPA for any transaction, a current essential functions duty statement and organization chart is required. When reclassifying a position, both the proposed and current organization charts and essential functions duty statements are required. If the essential functions duty statement has not changed since the position was last filled, the current date must be on the essential functions duty statement to verify that is was reviewed for accuracy. In addition, if the RPA is to begin recruitment to fill a vacancy, a JOB must be attached. If the transaction is a routine refilling of a vacancy, you may provide a brief justification statement. However, whenever you are transferring, reclassifying, establishing a new position, filling a limited-term position, or substantially changing the duties of the position, a more detailed justification is required. Refer to the Essential Functions Duty Statement Preparation and Construction Manual for additional guidance.

Consultation with OHR staff

The RPA form is available through your C&P Analyst. If there are any questions about an item on the RPA or if clarification is needed, contact your C&P Analyst.

Justification

The purpose of a justification is to provide relevant background information, discuss how the proposed classification satisfies the specification and/or standards for the class and describe how the duties of the position fit into the role of the unit or the mission of the department. The justification attachment, if there is insufficient room on the RPA form, is intended to amplify/clarify the essential functions duty statement and organizational chart placement.

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Justification (continued)

The following table depicts the questions that should be answered in the justification, if applicable:

1.	What has changed in the duties and responsibilities of the position? [include changes that have taken place in the organizational mission, structure, workload, backlog(s), special project(s), etc.]
2.	What is the level of responsibility for the class/position?
3.	What is the complexity and sensitivity of the position?
4.	What is the independence of action for the position?
5.	What is the initiative and originality of the position?
6.	What is the consequence of error of this position? (Include the level of authority to make commitments, responsibility for decisions, etc.)
7.	What is the type of contact and relationship with others?
8.	Is there a change in the position's supervisory relationship? If so, to whom?
9.	How will the duties of the old position now be handled? (No longer exist, why?; handled by another, who/why?; etc.)
10.	Any additional information that justifies the position action.

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Essential functions duty statement

An essential functions duty statement must be attached to all RPA packages. The essential functions duty statement should describe the position's organizational setting, major functions, describe the position's specific duties (essential and marginal), knowledge, skills and abilities, desirable qualifications (special personal characteristics, additional qualifications, interpersonal skills), work environment, physical or mental abilities, and indicate the percentage of time spent performing these duties in descending order. Typically, no task or group of related tasks should be more than 30%. When a position is reclassified, both the current and proposed essential functions duty statements are required. The essential functions duty statement must be electronically transmitted to the C&P Analyst.

Organizational chart

A current organizational chart showing the civil service classification, position number, time base and reporting relationships must be included with all RPA packages. If the organizational structure is changing because of the requested transaction, both the current and proposed organizational charts must be included with the RPA package.

Job Opportunity Bulletin (JOB)

The original JOB must be submitted with a recruitment RPA. You can obtain the JOB form from your C&P Analyst. All of the areas must be completed to avoid any delay in publishing. The entire essential functions duty statement must be "pasted" onto the JOB. The JOB must be electronically transmitted to the C&P Analyst.

As directed by the hiring supervisor, the JOB is distributed internally as well as externally and must always be placed on the VPOS system for a minimum of seven working days (10 working days for surplus/SROA).

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State Restrictions of Appointment (SROA)

To give employees in jeopardy of layoff an opportunity to locate State employment, the SROA process restricts appointment methods.

Anytime a vacant position is refilled, a certification list for the classification must be ordered regardless of the intended occupant's status.

If reemployment and/or SROA eligibles appear on this list, they must be given priority consideration. All reemployment and SROA eligibles must be formally contacted and allowed a reasonable amount of time to respond.

It is considered an automatic waiver if the eligible does not respond within the time provided, or if the eligible fails to appear for a scheduled job interview. However, if a reemployment or SROA eligible is interested in the position, you must give the candidate priority consideration by contacting and interviewing him/her. Consequently, unless a SROA candidate does not possess the essential skills to perform the job, you must hire him/her.

A special exemption from SROA may be considered due to extraordinary circumstances. A written exemption request must be submitted to, and approved by, the Department of Personnel Administration (DPA) before making a hiring commitment.

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Exceptions to State Restrictions of Appointment (SROA)

SROA clearance is required for all transactions except:

- Appointment of employee in Injured State Workers Assistance Program (ISWAP).
- Appointment of employee in the Next Step Placement Program (NextSTEP).
- Appointment from a reemployment list.
- Appointment of a retired annuitant.
- Appointment of SROA eligible.
- Appointment of a surplus employee.
- Demotions in lieu of layoff.
- Limited-term appointments of less than three months.
- Mandatory reinstatement to same class in same department.
- Out-of-class assignments.
- Permissive reinstatements after layoff.
- Promotions in place when (all must apply)
    1. There is no true vacancy, and
    2. No change in position, assignment, or supervisory/subordinate relationship of employee, and
    3. The promotion is clearly identified as typical in cases where the employee is to move to the next higher level in a class series.
- Reasonable accommodation of a disabled employee.
- Transfer or T&D assignment to different or same class in same department.
- Transition of limited-term (LT) employee, who was surplus or on SROA list at time of LT appointment to permanent position.
- Voluntary demotion same department.

Cancellation of a RPA

Generally barring extreme difficulties, the RPA will be finalized, which means there is a commitment to hire and the proposed employee has met all requirements, in less than three months. Sometimes circumstances in the hiring change causing RPAs to remain idle for months. If no active recruitment efforts are pending, RPAs six months or older, will be administratively cancelled and returned to the requestor.

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Instructions for completing the RPA

The table below depicts the steps necessary to complete an RPA. A copy of the RPA form is attached.

Step	Information Type	Action
1	Fiscal Year	From the drop-down box indicate the fiscal year
2	RPA #	Indicate the number of the RPA (beginning with 001 each fiscal year) and the letter abbreviation of your department
3	Agency	Spell out the department name
4	Unit	If applicable, provide the unit name
5	Position/City location	Identify the location of the position, by city
6	Name of RPA contact	Identify the name of the person who can be contacted if questions arise regarding the RPA
7	Title	Title of the RPA contact
8	Phone	Local phone number
9	Calnet	Calnet phone number
10	Fill vacant position	Check mark this box, and from the drop-down box make a selection, if known; from the other two drop-down boxes, make an appropriate selection, if applicable; provide the effective date of the position action

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Instructions for completing the RPA (continued)

Step	Information Type	Action
11	Proposed position ID	Complete boxes A through J if information is known
12	Current position ID	Completed boxes A through H
13	Justification statement	Provide an appropriate justification statement (see Justification block of this document for explanation)
14	Attachments	Check mark all the boxes that apply in block 6 of the RPA form
15	Method of recruitment	From the drop-down boxes in 7A, indicate the appropriate action; completed 7B by providing the contact person for the job; from the drop-down boxes in 7C indicate the appropriate action.
16	Employee action	From the drop-down boxes in 8A-C, indicate the appropriate action
17	Approved signatures	Have the Director, or his/her designee, sign and date the RPA form
18	RPA package	Submit completed RPA package and an electronic copy of the Essential Functions Duty Statement and JOB to the C&P Analyst