

Surplus/Super State Restriction of Appointments (SROA) Status Certification Letter for Bargaining Unit (BU) 18

Date: [Enter Date]

To: [Enter Employee's Name]

This letter confirms that effective the date of this letter you are designated surplus and have Super SROA status in your class of [Enter Class Title] in the geographic/work location (county) of [Enter Location].

Super SROA Status: Applies to you when submitting applications for job vacancies where you meet the following criteria:

- Work in any county touching the county in which the BU 18 job vacancy exists.
- In a BU 18 class whose salary and responsibility levels are within transfer range of the job vacancy and is eligible to transfer to the position being filled.
- Meet the minimum qualifications (MQs) of the position being filled. Only those requirements specifically included in the MQs on the class specification may be considered to exclude you from consideration.

To assist hiring departments in identifying you as a Super SROA employee, the California Department of Human Resources (CalHR) has posted your class title on CalHR's internet listing of Super SROA classes.

Surplus Status: As a surplus employee you should seek out job vacancies in classes you feel qualified for and to which you are eligible to transfer.

SROA Status: A SROA Scantron form has already been processed, on your behalf, for placement on hiring certification lists for the class and location listed above. Hiring departments use SROA certification lists to contact eligible employees for interviews when filling vacant positions.

You must sign and date the attached photocopy of your Scantron form (beneath the personnel office signature and date) and return the form to your department contact person listed below. If you choose to be removed from the SROA Program, wish appointment to a position requiring a second language, or elect SROA status in additional geographic locations, please mark the attached photocopy Scantron form indicating the change. After indicating the change, sign and date the form and return the form to your department contact person.

The following are additional rights and responsibilities for your reference:

You will be notified by your Human Resources contact of all job vacancy bulletins in your BU. You must follow the directions in the job bulletin for applying for the position and submit all required documents.

- You must respond to BU 18 job bulletins forwarded to you from your department's Human Resources contact within five calendar days of their receipt.
- You must seek and apply for BU 18 job vacancies under the provisions of the regular SROA program if you do not meet the Super SROA criteria for the particular job vacancy.

- Whether you are surplus or on a SROA certification list, you have the same rights for being hired.
- You must attach a copy of this letter to your job application forms and take a copy to your interviews.
- You must respond promptly to all written or telephone contacts from a potential hiring department.
- You must appear for all interviews that you have scheduled.
- You must accept a valid job offer. You may turn down an opportunity to interview with a department as long as you notify the department of your intent. However, if you attend an interview and are offered a position, you must accept the offer or your eligibility for surplus and SROA status may be removed.

Your Human Resources contact is [Enter Name with Title, Phone Number, and Email Address] is available to assist you with any questions you may have.

Attachment
Scantron Form