



COMPLIANCE REVIEW MATERIAL REQUEST FORM (MRF)

EXAMINATION FILES

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TO EXPEDITE THE REVIEW, PLEASE PROVIDE THE DOCUMENTS IN THE ORDER LISTED BELOW

**PROVIDE THE ENTIRE EXAMINATION FILE(S) LISTED ABOVE,
INCLUDING BUT NOT LIMITED TO THE FOLLOWING DOCUMENTS:**

- Examination Bulletin
- Examination Planning Document (Form 686)
- Job Analysis
- 511b
- List of Accepted and Rejected Candidates
- All Applications Received (STD 678)(with accepted and rejected notations)
- Notices Sent to Candidates (rejection, scheduling, etc.)
- Chair Person(s) Certificate(s)
- Documentation showing that Oral Panel was Monitored by the EEO Officer
- Examination Schedule, Exam Dates/Times, List of Competitors
- Examination Questions
- Rating Sheet(s)/ Rater's Notes
- Benchmark Rating Criteria
- Scoring Reports (list of candidates who passed and failed exam)
- Final Information List with Names, Scores, and Ranks



APPOINTMENT FILES

TO EXPEDITE THE REVIEW, PLEASE PROVIDE THE DOCUMENTS IN THE ORDER LISTED BELOW

**PROVIDE THE ENTIRE APPOINTMENT FILE(S) LISTED ABOVE,
INCLUDING BUT NOT LIMITED TO THE FOLLOWING DOCUMENTS:**

- RPA Packet (Request for Personnel Action)
- Notice of Personnel Action (NOPA)
- Hired Candidate's Application
- SCO PIMS PAR Screen Printout
- Duty Statement
- All Probationary Reports
- Employment Verification (show how the appointee met MQs, degree verified, include classification specifications, and Alternate Range Criteria, if applicable)
- All Correspondence Pertaining to this Appointment (emails, other documentation)
- Certification List Used to Fill Vacancy (Cert ID and ranks cleared w/ notations, contact letters, Individual hired on cert list, and hired candidates name highlighted.)
- Vacancy Posting (Job Bulletin)
- Screening Criteria for Applications (benchmarked screening criteria with notes indicating how you determine who to interview)
- All Rejected Applications (candidates screened out, received after final file date with envelope showing postmark date)
- Interview Questions & Scoring Sheets for Interviewees (rating sheets with notes)
- Rating Criteria (benchmarked rating criteria indicating how interviewees are rated.)
- Applications of Candidates Interviewed
- Justification for Limited Term (if applicable)



Transfers/Permissive Reinstatements: All of the above information PLUS:

- PIMS History of the Appointee
- Certification List for External Hires (verifying that the department cleared SROA & reemployment)
- Written Action Plans for Classifications Negatively Impacted by the *McReynolds* Policy Effective December 3, 2013
- Transfer Eligibility Worksheet
- Documentation Stating Reason for Voluntary/Involuntary Transfers (if applicable)

Mandatory Reinstatements: All of the above applicable information PLUS:

- Reinstatement into Vacant Position? Indicate Yes or No
- Reinstatement Reason? (Terminated from LT or temp appt., failed prob., etc.)
- Effective Date of Reinstatement and Termination Date of Previous Appointment

Temporary Authorization Utilization (TAU)

- Justification for TAU Appointment
- SCO PIMS PAR Screen Printout
- Verification of TAU Research (No lists available, or fewer than three names of eligibles)
- MQ Verification of TAU Candidate
- Documentation Showing that Employee Did Not Work More than 9 Months in a Consecutive 12 Month Period.
- Was Examination Given or TAU Appointment Terminated?

Emergency Appointments

- Justification for Emergency Appointment
- Name of Appointee and Duties of the Position
- Effective Dates for Each Emergency Appointment/Assignment
- If Emergency Appointment(s) Lasted Longer Than 30 days, Provide Approval Documentation from CalHR

Training & Development (T&D) Assignment

- Written Statement of Training to be Accomplished Via T&D Assignment
- T&D Eligibility Verified
- Consecutive T&D Rule Verified?
- Effective Dates for Each T&D Assignment



CAREER EXECUTIVE ASSIGNMENTS

TO EXPEDITE THE REVIEW, PLEASE PROVIDE THE DOCUMENTS IN THE ORDER LISTED BELOW

**PROVIDE THE ENTIRE EXAMINATION/APPOINTMENT FILE(S) LISTED ABOVE,
INCLUDING BUT NOT LIMITED TO THE FOLLOWING DOCUMENTS:**

- Examination Bulletin
- Examination Planning Document (Form 686)
- All Applications Received (STD 678) with accepted and rejected notations
- List of Accepted and Rejected Candidates
- Notices Sent to Candidates (rejection, accepting, etc.)
- Documentation showing that Oral Panel was Monitored by the EEO Officer (if applicable)
- Statement of Qualifications, Supplemental Questionnaires, and/or Examination Questions
- Rating Sheet(s)/Rater's Notes
- Benchmark Rating Criteria
- Scoring Reports or Exam Results (list of candidates who passed and failed exam)
- Final Information List with Names, Scores, and Ranks
- Notice of Personnel Action
- Duty Statement



PERSONAL SERVICES CONTRACTS (GOV. CODE, § 19130, SUBD. (A)) OF INTEREST.

For each cost-savings contract listed above, provide the Compliance Review Unit (CRU) with a copy of the Department of General Services (DGS) STD 215.

PERSONAL SERVICES CONTRACTS (GOV. CODE, § 19130, SUBD. (B)) OF INTEREST.

For each "B" Personal Service Contracts listed above, provide the CRU with:

- A copy of the DGS STD Form 215
- Any additional written justification submitted to the DGS that includes specific and detailed factual information that demonstrates how the contract meets one or more of the conditions specified in Government Code § 19130(b).
- Documentation showing union notification for all personal service contracts executed after January 1, 2014.