Retention and Recruitment Application Instructions

The following list of instructions is intended to assist you in completing the application for the classification you are nominating for review.

Date due: April 30, 2014

Please contact Brenda Modkins for questions regarding this application process

bmodkdins@seiu1000.org *or 866-471-7348*

Section A:

Information for the questions below may be found in Appendix A of the Service Employees International Union (SEIU), Local 1000 Memorandum of Understanding (MOU), the California Department of Human Resources (CalHR) website or on the "classification specifications" and "payscale" links provided on the Classification Resources document.

Box A1: Enter the complete title of the classification.

Box A2: Enter the 4-digit classification code.

Box A3: Enter the minimum monthly salary of the classification. If there are multiple salary ranges listed, enter the minimum salary for the lowest salary range.

Box A4: Enter the maximum monthly salary of the classification. If there are multiple salary ranges listed, enter the maximum salary for the highest salary range.

Box A5: Enter the Work Week Group of the classification.

Box A6: Provide a brief summary of the classification's specifications.

Box A7: Provide the date of the last update to the classification specifications; these are typically found at the bottom of the classification specifications.

Box A8: Provide the classification's minimum qualifications.

Section B:

Include all classifications in the series of the classification you are nominating for review including supervisory/managerial. Information for the questions below may be found on the CalHR website and in the "classification specifications" and "payscale" links provided on the R&R Application.

Box B1: Enter the complete title of the classifications.

Box B2: Enter the 4-digit classification codes.

Box B3: Enter the minimum monthly salary of the classifications. If there are multiple salary ranges listed, enter the minimum salary for the lowest salary range.

Box B4: Enter the maximum monthly salary of the classifications. If there are multiple salary ranges listed, enter the maximum salary for the highest salary range.

Box B5: Enter the Work Week Group of the classifications.

Box B6: Provide a brief summary of the classification's specifications.

Box B7: Provide the date of the last update to the classification specifications; these are typically found at the bottom of the classification specifications.

Box B8: Provide the classification's minimum qualifications.

Section C:

Repeat this information for each individual who helped complete this application.

Box C1: Enter your last name.

Box C2: Enter your first name.

Box C3: Enter your current job classification.

Box C4: Enter your current classification code.

Box C5: Select all of the items in which you are willing to participate. Participation has no bearing on whether the nominated classification shall be selected.

Box C6: Enter your department or agency.

Box C7: Enter your physical worksite address.

Box C8: Enter you work phone number.

Box C9: Enter your work email address.

Box C10: Enter your personal cell phone number.

Box C11: Enter your home address.

Box C12: Enter your home phone number.

Box C13: Enter your home email address.

Box C14: Indicate your preferred contact location.

Box C15: Provide your current duty statement. This can be obtained by requesting it from your direct supervisor.

Section D:

Provide the information for each classification/position that corresponds to the classification you are nominating for review, provide the closest match first. Repeat this information for each county/city/state/federal tab requested on the R&R Application. Where applicable, provide the information of a private/special district/other in the tab(s) marked "other." Information for the questions below may be found in the "classification specifications" and "payscale" links provided on the Classification Resources Document.

Box D1: Enter the complete title of the classification/job.

Box D2: Enter the classification/job code.

Box D3: Enter a summary of the classification/job specifications (or typical duties) of the classification/job.

Box D4: Provide the minimum qualifications of the classifications/job.

Box D5: Provide the link to the classification/job specifications summarized in D3.

Box D6: Enter the minimum monthly salary of the classification/job. If there are multiple salary ranges listed, enter the minimum salary for the lowest salary range.

Box D7: Enter the maximum monthly salary of the classification/job. If there are multiple salary ranges listed, enter the maximum salary for the highest salary range.

Box D8: Enter whether the classification is FLSA exempt.

Box D9: Enter whether the classification pays into social security.

Box D10: Enter whether the classification receives a pension.

Box D11: Enter the pension formula of the classification (for example: 2 percent at 55).

Box D12: Enter whether the classification has an employer defined contribution.

Box D13: If applicable, enter the amount/formula of the defined contribution.

Box D14: Provide the link to the classification/job payscale utilized.

Box D15: Provide a list of the paid holidays the classification observes.

Box D16: Provide the amount/formula for paid vacation/annual leave accrual.

Box D17: Provide the amount/formula for sick leave accrual.

Box D18: Enter whether the classification is subject to a collective bargaining agreement.