

Super SROA Compliance Audit Form

DPA must ensure that departments are in compliance with the Super SROA process. Departments are required to complete the form and provide the required documentation for each job vacancy filled in Bargaining Unit (BU) 2, 9 and 10. Immediately upon filling the job vacancy, this form must be returned to DPA's Personnel Services Branch (PSB) either by mail or email at:

Department of Personnel Administration
 Personnel Services Branch
 1515 S Street, North Building, Suite 400
 Sacramento, CA 95811-7258
psb@dpa.ca.gov

Employee Hired: _____

Position Number: _____ **Appointment Date:** _____

| Job Vacancy Bulletin | |
|---|--|
| 1. Was a job vacancy bulletin posted for this vacancy? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| If yes, provide a copy of the job vacancy bulletin. | |
| If no, please specify the reason below. | |
| Applications Received | |
| 2. How many applications were received for this vacancy? | # of Super SROA _____ # Other _____ |
| Applicants Interviewed | |
| 3. How many applicants were interviewed for this vacancy? | # of Super SROA _____ # Other _____ |
| Appointment Selection | |
| 4. Was a Super SROA candidate selected? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| If no, please specify the reason below. | |
| Department Certification | |
| Department: _____ | |
| As a designee for the Director's Office, I certify by submission of this Super SROA Compliance Audit Form that the above information is true and accurate and that original documentation to verify this information is maintained at the Department/Board. | |
| Name: _____ | Date: _____ |
| Title: _____ | |
| Phone: _____ | Email: _____ |