Date: June 15, 2010

To: CSU Presidents

From: Gail E. Brooks
Vice Chancellor
Human Resources

Subject: New Recruitment Policy – Disclosure Requirements for Specified Positions

The purpose of this memorandum is to implement a new recruitment policy; to provide information on specified job postings for jobs that are subject to the E-Verify program and/or Conflict of Interest filing requirements; and to provide full disclosure of position requirements to employees and potential new hires.

E-Verify Job Posting Requirement

HR 2009-12 implemented new requirements for employees hired into positions funded by a qualifying federal contract to have their eligibility for employment verified through the E-Verify program. Effective July 1, 2010, when a new position is funded by a qualifying federal contract, and is subject to a recruitment process, the job posting must include the following statement:

“This position is funded by a qualifying federal contract, requiring new hire employment verification to be processed through the E-Verify program administered by the Department of Homeland Security, U.S. Citizenship and Immigration Services (DHS USCIS), in partnership with the Social Security Administration (SSA).”

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Conflict of Interest Filing Job Posting Requirement

Specified positions identified as “designated positions” are incorporated into the California State University Conflict of Interest Code. As such, these positions are subject to Conflict of Interest filing requirements. Effective July 1, 2010, when a “designated position” is subject to a recruitment process, the job posting must include the following statement:

“This position is a “designated position” in the California State University’s Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.”

Questions regarding this memorandum may be directed to Human Resources Management at (562) 951-4411. This HR memorandum is also available on the Human Resources Management’s Web site at: http://www.calstate.edu/HRAdm/memos.shtml.

GEB/pc