

Target Response Timeframes – CalHR vs. the County of Humboldt’s Human Resources (HR) Department

Selection Process Activity	Who	CalHR Target Timeframe	County HR Target Timeframe
Notifying CalHR or County HR of need to recruit, identifying examination type and SMEs	DHHS or NCRDCSS	7 business days <u>before</u> the requisition submitted	Date the requisition is submitted
Contacting SMEs to schedule examination review	CalHR or County HR	5 business days after SMEs identified*	Not Applicable (N/A)
Examination Development	CalHR or County HR	10 business days after identification of exam type	Developed while recruitment is advertising
Examination Finalization	CalHR or County HR	3 business days after meeting with SMEs	Finalized before recruitment advertising period closes
Drafting job bulletin and sending to DHHS or NCRDCSS for review	CalHR or County HR	2 business days after exam has been finalized*	Typically within 10 business days of requisition request
DHHS or NCRDCSS review and approval of job bulletin	DHHS or NCRDCSS	2 business days	Typically within 2 business days
Posting job bulletin	CalHR or County HR	2 business days after receiving county approval of job bulletin*	Typically within 2 business days
Completion of MQ review	CalHR or County HR	5 business days after job closing date	Typically within 5 business days after job closing date
Administration of selection examination	CalHR or County HR, DHHS or NCRDCSS	Up to 4 weeks after job closing	Typically within 5 business days after MQ review completion; may depend on panel availability
Administration of bilingual examination	CalHR or County HR	Up to 4 weeks after administration of exam	N/A
Scoring of examination	CalHR or County HR	5 business days after administration or receipt of examination materials	Typically within 5 business days after administration or receipt of examination materials
Referral of eligible list	CalHR or County HR	2 business days after completion of scoring	Same day as scoring of examination
Total Number of Business Days		83 business days	29 business days

Table adapted from the Memo “Service Level Commitments for Selection Process Activities” issued 3/20/2023 (reference 2023-02)

Per Cal HR/MSS: These timeframes depend heavily on the type of examination and the communication, availability, and responsiveness of the county and their representatives.”