

Aministrative
Services
Letter

10-09
Competitive Rating Report
Process



Signed By	/s/ Marie Stephans, Chief Administrative Services Division	Number	10-09
Distribution	All Employees	Date Issued	September 7, 2010
Subject	Competitive Rating Report Process	Expires	When Canceled
Guide Section	Equal Employment Opportunity	Reference	Government Code Section 19705; State Personnel Board Rule 174.7; Cancels 09-04

The Competitive Rating Report (CRR) process and the CRR form [ASD/MSB-65](#) is being reissued under a new Administrative Services Letter number to demonstrate review of the policy has occurred and no significant changes were necessary.

The purpose of the CRR is to ensure that all candidates are given equal employment opportunity and to document the overall interview/hiring process. Managers are **required** to comply with the CRR process. Government Code Section 19705 and State Personnel Board Rule 174.7 allows for the collection of data to assess the ethnic, gender, and disability information in the selection process and to plan and monitor the Board's efforts with equal employment opportunities. Government Code 19705 also states "ethnic data information gathered pursuant to this section on an individual applicant shall not be available to any interviewer or any officer or employee empowered to make or influence the civil service appointment of such individual."

The Competitive Rating Report must be completed on the [ASD/MSB-65 form](#). Instructions for completing the report are included with the form and all previous versions should be recycled.

Questions concerning this Administrative Services Letter or the Competitive Rating Report ASD/MSB-65 form should be directed to the [Equal Employment Opportunity Officer](#) at (916) 323-7053.