



**Required Documentation to Hire a Chief Executive Officer (CEO)  
As a Retired Annuitant (RA)  
District Agricultural Associations (DAA)**

**Step 1**

- Send a recent Cash Budget Projection and Justification for why the DAA cannot afford a full time CEO to Fairs & Expositions (F&E) Branch.

**Step 2**

- F&E will complete the required SO-280, Budget Letter 20-11 Exemption Request Form.

**Step 3**

- Once the SO-280 is approved by CDFA Executive Office, F&E will request the documents outlined in Step 4 from the Board Chair.

**Step 4**

Please submit the following forms (signed by the Board Chair) to F&E

- SO-12 Form, Request for Personnel Action (accessed on CDFA Portal)
- Justification Memo: must contain information on the critical need to hire the RA (i.e. legislative mandate, court ordered mandate, health and safety emergencies, or any disruption in normal business that may result in failure of business operations). The RA must have a particular skill set that only that RA can provide and cannot be met by a current state employee. The RA appointment is temporary in nature and may require approval from CalHR and employment shall not start until approval is received. Please consult with your Classification Analysis Unit (CAU) Analyst for more information.
- Current Duty Statement
- Proposed Duty Statement – Signed by Board Chair and CEO
- Current Org Chart (with position vacant)
- Signed Proposed Org Chart (with position filled)
- Minutes or resolution approval appointment/salary/start date.
- Approved SO-280, Budget Letter 20-11, Exemption Request

**Step 5**

- F&E will work with CEO/Board Chair to complete the SO-12 and obtain E-Signatures on all the Step 4 documents and submit to CDFA HR at :





CALIFORNIA DEPARTMENT OF  
FOOD & AGRICULTURE

Karen Ross, Secretary

[CDFA.HRB\\_SO\\_12@cdfa.ca.gov](mailto:CDFA.HRB_SO_12@cdfa.ca.gov), along with the DAAs Personnel Liaison and F&E Supervisor

### Step 6

- CDFA CAU Analyst will review the SO-12 package and work with the CEO/Board Chair to edit the documents, if needed. CDFA CAU Analyst will prepare the Exempt Position Request form and route for CDFA's Secretary's signature.

### Step 7

- CDFA CAU Analyst will submit final packet to CalHR and Governor's Office for approval for CEOs. (Approval process may take up to 30-60 days).

### Step 8

- Once approved by CalHR and Governor's Office, the CDFA CAU Analyst will notify F&E and CEO/Board Chair.

