

PAY LETTER: 18-18
 ISSUE DATE: August 1, 2018

**CALIFORNIA DEPARTMENT OF HUMAN RESOURCES
 SECTION II SUMMARY OF REVISIONS TO THE
 CALIFORNIA STATE CLASSIFICATION AND COMPENSATION PLAN**

**PARTS A THROUGH D WERE APPROVED DURING THE STATE PERSONNEL BOARD MEETING
 HELD ON JULY 12, 2018.
 (Effective July 12, 2018, unless otherwise specified)**

PART A

GENERAL CLASSIFICATION AND COMPENSATION ACTIONS

ACTIONS: ABOL: The classifications listed below will be abolished after reallocation of the incumbents effective **July 12, 2018**.

Classification Title	Classification Code	Schematic Code
Conservationist I (Energy), California Conservation Corps	9557	BZ99

ABOL: The classifications listed below will be abolished after reallocation of the incumbents effective **August 1, 2018**.

Classification Title	Classification Code	Schematic Code
Tax Research Specialist I	5023	LQ06
Tax Research Specialist II	5030	LQ05
Tax Research Specialist III	5036	LQ04
Chief of Research, Correctional Program	5450	LU10
Research Program Specialist II (Mental Health)	5620	LQ76
Research Analyst II - Social/Behavioral -	5732	LQ12
Research Manager II - Social/Behavioral	5738	LQ42
Research Program Specialist I - Social/Behavioral -	5756	LQ82
Research Program Specialist II - Health -	5764	LQ78
Research Program Specialist II - Social/Behavioral -	5767	LQ72
Research Program Specialist II (Demography)	5771	LQ77
Research Analyst I (Economics)	5791	LQ23
Research Analyst II (Economics)	5792	LQ13
Research Manager I (Economics)	5793	LQ53
Research Manager II (Economics)	5794	LQ43
Research Analyst II (Demography)	5809	LQ14
Research Program Specialist I (Economics)	5830	LQ90
Research Program Specialist I (Demography)	5833	LQ83
Research Program Specialist II (Economics)	5835	LQ73

Classification Title	Classification Code	Schematic Code
Research Program Specialist III (Resource Economical Operations Research)	5861	LQ61
Research Program Specialist I (Health)	5893	LQ88
Research Manager III (Demography)	6401	LQ27
Research Analyst I (Geographic Information Systems)	7416	LQ25
Research Analyst II (Geographic Information Systems)	7417	LQ15
Research Program Specialist I (Geographic Information Systems)	7418	LQ93
Research Program Specialist II (Geographic Information Systems)	7419	LQ79
Research Program Specialist III (Geographic Information Systems)	7420	LQ66
Research Manager I (Geographic Information Systems)	7421	LQ55
Research Manager II (Geographic Information Systems)	7422	LQ45

RET: The following classifications were revised effective **July 12, 2018**.

Classification Title	Classification Code	Schematic Code
From: Conservationist II, California Conservation Corps	1003	BZ93
To: Conservationist II		

Classification Title	Classification Code	Schematic Code
From: Conservationist I, California Conservation Corps	1029	BZ96
To: Conservationist I		

Classification Title	Classification Code	Schematic Code
From: Conservation Supervisor, California Conservation Corps	1202	BZ98
To: Conservationist Supervisor		

RET: The following classifications were revised effective **August 1, 2018**.

Classification Title	Classification Code	Schematic Code
From: Research Analyst I – General -	5729	LQ20
To: Research Data Analyst I		

Classification Title	Classification Code	Schematic Code
From: Research Analyst II – General -	5731	LQ10
To: Research Data Analyst II		

Classification Title		Classification Code	Schematic Code
From:	Research Program Specialist I	5742	LQ80
To:	Research Data Specialist I		

Classification Title		Classification Code	Schematic Code
From:	Research Program Specialist II	5758	LQ70
To:	Research Data Specialist II		

Classification Title		Classification Code	Schematic Code
From:	Research Program Specialist III (Demography)	5770	LQ67
To:	Research Data Specialist III		

Classification Title		Classification Code	Schematic Code
From:	Research Manager I - General -	5734	LQ50
To:	Research Data Supervisor I		

Classification Title		Classification Code	Schematic Code
From:	Research Manager II – General -	5737	LQ40
To:	Research Data Supervisor II		

Classification Title		Classification Code	Schematic Code
From:	Research Manager III – General -	5740	LQ30
To:	Research Data Manager		

CHG: The following classification was revised effective **August 1, 2018**.

Classification Title	Classification Code	Schematic Code	Footnotes
Operations Research Specialist III	5260	LQ01	19, 24 (add)

Work Week Group Changes as a result of reallocations effective **August 1, 2018**.

Classification Title	Classification Code	Schematic Code	WWG	CBID
From:	Tax Research Specialist I	5023	LQ06	E R01
To:	Research Data Specialist I	5742	LQ80	2 R01

PART B

RESOLUTION, SALARY MOVEMENT INSTRUCTIONS, AND ALTERNATE RANGE CRITERIA

Copies of resolutions and alternate range criteria adopted by the State Personnel Board, and salary movement instructions when status resolutions are adopted.

ACTIONS: Incumbent salary movement as approved by the California Department of Human Resources resulting from classification actions taken by the State Personnel Board on July 12, 2018. Incumbent movement into the appropriate class shall be effective on the date of board action unless otherwise specified in the state personnel board's status resolution.

DOCUMENTATION: Departments should process A20 transactions to effect the reallocation of permanent appointments.

Departments should process A02 transactions for the following nonpermanent employees, including:

- TAU
- Limited Term
- Retired Annuitants
- Emergency

An SCO Personnel Letter will follow with additional information.

Classification actions affected incumbents in the following classes.

Existing Class Code	Column I	New Class Code	Column II
9557	Conservationist I (Energy), California Conservation Corps	1029	Conservationist I, Range B

Effective July 12, 2018, Alternate Range Criteria 124 was amended by State Personnel Board as follows:

Alternate Range Criteria 124

Experience gained outside State service may be credited only if the appointing power believes the experience was satisfactory and equivalent in type and quality to that of the class to which being appointed.

Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B.

Range B. This range shall apply to incumbents who have either:

1. One year of satisfactory experience in California state service performing duties of a class with the level of responsibility equivalent to that of a Conservationist I Range A managing energy projects and performing technical duties involving energy conservation; **or**
2. Two years of satisfactory experience in California state service performing duties of a class with the level of responsibility equivalent to that of a Conservationist I, Range A; **or**

The following experience can be substituted for a total of 12 months of Conservationist I, Range A experience as follows:

Experience as a Corpsmember Crewleader (or equivalent Corpsmember position) within the California Conservation Corps beyond that required to meet the minimum qualifications of the class may be substituted on the basis that one month of Crewleader (or equivalent Corpsmember position) experience is equal to one month of Range A experience; **or**

Special Corpsmember experience, performing the duties listed in the minimum qualifications of the Conservationist I, may be substituted on the basis that one month of qualifying Special Corpsmember experience is equal to one month of Range A experience. This experience must be beyond that required to meet the minimum qualifications of the class.

3. Two years of satisfactory experience as a skilled crafts person on a crew involved in electrical or plumbing work or involved in crafts/trades work (carpentry, masonry, general building, landscape installation and maintenance, or comparable skilled work), one year of which must include organizing, instructing, leading, and evaluating six or more people; **or**
4. Three years of satisfactory experience in organizing, instructing, leading, and evaluating six or more people in an organization requiring specific accomplishments or completion of specific tasks. Qualifying experience can be gained through work in the following types of business/activities: labor crews in the private or public sector; organized outdoor adventure programs; service oriented organizations (fast food chains, park and recreation facilities, summer camps, group homes, and daycare programs); seasonal labor; educational programs; coaching; and scout leadership; **or**
5. Completion of 60 semester or 90 quarter units from an accredited college or university; **or**
6. One year of experience as a licensed electrical or plumbing contractor, including at least six months leading a craft/trades crew.

College education may be substituted for up to 12 months of either Range A experience or the required outside experience on the basis of 30 semester or 45 quarter units from an accredited college or university being equivalent to 12 months of the required experience-

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of California Code of Regulations, title 2, section 599.676.

Resolution for Conservationist I

The following resolution was adopted by the State Personnel Board:

WHEREAS the State Personnel Board on July 12, 2018, revised the classes indicated in Column II; and the duties and responsibilities of these classes were substantially included in the previously existing classes as indicated in Column I; and

WHEREAS the knowledge, abilities, and minimum qualifications required for the classes indicated in Column II were substantially tested for in the examinations held for the classes listed in Column I; and

WHEREAS the tests of fitness have been met by individuals in the class indicated in Column I who are being reallocated to the class in Column II by a status resolution under the auspices of the Civil Service Improvement initiative; Therefore, be it

RESOLVED, That each person with civil service status in the class in Column I on July 12, 2018, be reallocated to, and hereby granted the same civil service status without further examination in the class in Column II; and be it further

RESOLVED, That those individuals shall be reallocated by way of the published pay letter and appropriate personnel transaction(s); and be it further

RESOLVED, That individuals with mandatory reinstatement rights for the classes in Column I shall retain those rights for the comparable class in Column II until expiration of those rights for the classes in Column I; and be it further

RESOLVED, That any existing employment lists other than reemployment lists established for the classes indicated in Column I shall be used to certify to fill vacancies in the class in Column II as directed by the Executive Officer of the State Personnel Board until such lists for the class in Column II and any persons on existing lists are abolished, exhausted, or superseded by lists for the class in Column II and any person on existing reemployments lists for classes in Column I shall also be placed on a reemployment list for the class in Column II until expiration of their eligibility on reemployment lists for the classes in Column I.

<u>Column I</u>	<u>Column II</u>
Conservationist I (Energy), California Conservation Corp	Conservationist I, Range B

ACTIONS: Incumbent salary movement as approved by the California Department of Human Resources resulting from classification actions taken by the State Personnel Board on July 12, 2018. Incumbent movement into the appropriate class shall be effective on August 1, 2018, as a result of board action unless otherwise specified in the State Personnel Board's status resolution.

DOCUMENTATION: Departments should process A20 transactions to effect the reallocation of permanent appointments.

Departments should process A02 transactions for the following nonpermanent employees, including

- TAU
- Limited Term
- Retired Annuitants
- Emergency

An SCO Personnel Letter will follow with additional information.

Classification actions affected incumbents in the following classes effective **August 1, 2018**.

Existing Class Code	Column I (Existing Class)	New Class Code	Column II (New Class)
5023	Tax Research Specialist I	5742	Research Data Specialist I
5030	Tax Research Specialist II	5758	Research Data Specialist II,
5036	Tax Research Specialist III	5770	Research Data Specialist III
5450	Chief of Research, Correctional Program	5740	Research Data Manager
5620	Research Program Specialist II (Mental Health)	5758	Research Data Specialist II
5732	Research Analyst II- Social/Behavioral -	5731	Research Data Analyst II
5738	Research Manager II –Social/Behavioral -	5737	Research Data Supervisor II
5756	Research Program Specialist I -Social/Behavioral -	5742	Research Data Specialist I
5764	Research Program Specialist II –Health -	5758	Research Data Specialist II
5767	Research Program Specialist II -Social/Behavioral -	5758	Research Data Specialist II
5771	Research Program Specialist II (Demography)	5758	Research Data Specialist II
5791	Research Analyst I (Economics), Range A	5729	Research Data Analyst I, Range A
5791	Research Analyst I (Economics), Range B	5729	Research Data Analyst I, Range B
5791	Research Analyst I (Economics), Range C	5729	Research Data Analyst I, Range C
5792	Research Analyst II (Economics)	5731	Research Data Analyst II
5793	Research Manager I (Economics)	5734	Research Data Supervisor I
5794	Research Manager II (Economics)	5737	Research Data Supervisor II
5809	Research Analyst II (Demography)	5731	Research Data Analyst II
5830	Research Program Specialist I (Economics)	5742	Research Data Specialist I
5833	Research Program Specialist I (Demography)	5742	Research Data Specialist I
5835	Research Program Specialist II (Economics)	5758	Research Data Specialist II
5861	Research Program Specialist III (Resource Economical Operations Research)	5770	Research Data Specialist III
5893	Research Program Specialist I (Health)	5742	Research Data Specialist I
6401	Research Manager III (Demography)	5740	Research Data Manager
7416	Research Analyst I (Geographic Information Systems), Range A	5729	Research Data Analyst I, Range A
7416	Research Analyst I (Geographic Information Systems), Range B	5729	Research Data Analyst I, Range B
7416	Research Analyst I (Geographic Information Systems), Range C	5729	Research Data Analyst I, Range C
7417	Research Analyst II (Geographic Information Systems)	5731	Research Data Analyst II
7418	Research Program Specialist I (Geographic Information Systems)	5742	Research Data Specialist I
7419	Research Program Specialist II (Geographic Information Systems)	5758	Research Data Specialist II

Existing Class Code	Column I (Existing Class)	New Class Code	Column II (New Class)
7420	Research Program Specialist III (Geographic Information Systems)	5770	Research Data Specialist III
7421	Research Manager I (Geographic Information Systems)	5734	Research Data Supervisor I
7422	Research Manager II (Geographic Information Systems)	5737	Research Data Supervisor II

Effective August 1, 2018, Alternate Range Criteria 087 was amended by State Personnel Board as follows:

Alternate Range Criteria 087

Range A. This range shall apply to individuals who do not meet the criteria for payment in Range B or Range C.

Range B. This range shall apply to persons who have satisfactorily completed 12 months of experience equivalent to that of Research Analyst I Range A.

Range C. This range shall apply to persons who have satisfactorily completed either: (1) 12 months of technical or professional research experience equivalent to that of Research Data Analyst I, Range B, or (2) 24 months of experience equivalent to that of a Research Data Analyst I in the California state service, or (3) Equivalent to graduation from college with any major, with 12 semester or 18 quarter units course work in a data driven research-oriented field, such as economics, mathematics, psychology, sociology, demography, geography, anthropology, statistics, data science or a related research-oriented field. This must include at least one course in statistical methods.

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of California Code of Regulations, title 2, section 599.674, except that upon movement to Range C, the provisions of California Code of Regulations, title 2, section 599.676 shall apply.

Resolution for Research Data Series

The following resolution was adopted by the State Personnel Board effective **August 1, 2018**:

WHEREAS the State Personnel Board on August 1, 2018, adopted the revised series indicated in Column II below; and the duties and responsibilities of these classes were substantially included in the previously existing classes indicated in Column I below; and
WHEREAS the knowledge, abilities, and minimum qualifications required for the classes indicated in Column II were substantially tested for in the examinations held for the classes listed in Column I; and

WHEREAS the tests of fitness have been met by individuals in classes indicated in Column I who are being reallocated to classes in Column II by a status resolution under the auspices of the Civil Service Improvement initiative; and

WHEREAS incumbents who have been reallocated from the class of Research Analyst II- General, Research Analyst II (Geographic Information Systems), Research Analyst II (Demography), Research Analyst II (Economics), and Research Analyst II (Social/Behavioral) were serving a 6-month probationary period; and

WHEREAS the new class of Research Data Analyst II has a 12-month probationary period; and

WHEREAS it has been determined that the duties and responsibilities that have been performed by incumbents in the class of Research Analyst II- General, Research Analyst II (Geographic Information Systems), Research Analyst II (Demography), Research Analyst II (Economics), and Research Analyst II (Social/Behavioral) are appropriate for reallocation the new class of Research Data Analyst II; therefore, be it

RESOLVED, That each person with civil service status in the classes in Column I on August 1, 2018, be reallocated to, and hereby granted the same civil service status without further examination in the class listed in Column II; and be it further

RESOLVED, That those individuals shall be reallocated by way of the published pay letter and appropriate personnel transaction(s); and be it further

RESOLVED, That individuals with mandatory reinstatement rights for the classes in Column I shall retain those rights for the comparable class in Column II until expiration of those rights for the classes in Column I; and be it further

RESOLVED, That any existing employment lists other than reemployment lists established for the classes indicated in Column I shall be used to certify to fill vacancies in the classes indicated in Column II until such lists are abolished, exhausted, or superseded by lists for classes indicated in Column II, and persons on any existing reemployment lists for the classes indicated in Column I shall also be placed on reemployment lists for the classes indicated in Column II until expiration of their eligibility on the reemployment lists for the classes indicated in Column I; and be it further

RESOLVED, That all incumbents in the classes of Research Analyst II- General, Research Analyst II (Geographic Information Systems), Research Analyst II (Demography), Research Analyst II (Economics), and Research Analyst II (Social/Behavioral) who on August 1, 2018 have 6 months of experience in the class of Research Analyst II- General, Research Analyst II (Geographic Information Systems), Research Analyst II (Demography), Research Analyst II (Economics), and Research Analyst II (Social/Behavioral) shall be given permanent status in the class of Research Data Analyst II; and be it further

RESOLVED, That those incumbents in the classes of Research Analyst II- General, Research Analyst II (Geographic Information Systems), Research Analyst II (Demography), Research Analyst II (Economics), and Research Analyst II (Social/Behavioral) that on August 1, 2018 have less than six months of probationary status shall complete their probation when they have served the equivalent of six months of combined experience in the class of Research Analyst II- General, Research Analyst II (Geographic Information Systems), Research Analyst II (Demography), Research Analyst II (Economics), and Research Analyst II (Social/Behavioral) and the class of Research Data Analyst II.

Column I (Existing Class)		Column II (New Class)	
5023	Tax Research Specialist I	5742	Research Data Specialist I
5030	Tax Research Specialist II	5758	Research Data Specialist II
5036	Tax Research Specialist III	5770	Research Data Specialist III
5450	Chief of Research, Correctional Program	5740	Research Data Manager
5620	Research Program Specialist II (Mental Health)	5758	Research Data Specialist II
5732	Research Analyst II –Social/Behavioral	5731	Research Data Analyst II
5738	Research Manager II –Social/Behavioral	5737	Research Data Supervisor II
5756	Research Program Specialist I - Social/Behavioral-	5742	Research Data Specialist I
5764	Research Program Specialist II -Health	5758	Research Data Specialist II
5767	Research Program Specialist II - Social/Behavioral	5758	Research Data Specialist II
5771	Research Program Specialist II (Demography)	5758	Research Data Specialist II
5791	Research Analyst I (Economics), Range A	5729	Research Data Analyst I, Range A
5791	Research Analyst I (Economics), Range B	5729	Research Data Analyst I, Range B
5791	Research Analyst I (Economics), Range C	5729	Research Data Analyst I, Range C
5792	Research Analyst II (Economics)	5731	Research Data Analyst II
5793	Research Manager I (Economics)	5734	Research Data Supervisor I
5794	Research Manager II (Economics)	5737	Research Data Supervisor II
5809	Research Analyst II (Demography)	5731	Research Data Analyst II
5830	Research Program Specialist I (Economics)	5742	Research Data Specialist I
5833	Research Program Specialist I (Demography)	5742	Research Data Specialist I
5835	Research Program Specialist II (Economics)	5758	Research Data Specialist II
5861	Research Program Specialist III (Resource Economical Operations Research)	5770	Research Data Specialist III
5893	Research Program Specialist I (Health)	5742	Research Data Specialist I
6401	Research Manager III (Demography)	5740	Research Data Manager
7416	Research Analyst I (Geographic Information Systems), Range A	5729	Research Data Analyst I, Range A
7416	Research Analyst I (Geographic Information Systems), Range B	5729	Research Data Analyst I, Range B
7416	Research Analyst I (Geographic Information Systems), Range C	5729	Research Data Analyst I, Range C

Column I (Existing Class)		Column II (New Class)	
7417	Research Analyst II (Geographic Information Systems)	5731	Research Data Analyst II
7418	Research Program Specialist I (Geographic Information Systems)	5742	Research Data Specialist I
7419	Research Program Specialist II (Geographic Information Systems)	5758	Research Data Specialist II
7420	Research Program Specialist III (Geographic Information Systems)	5770	Research Data Specialist III
7421	Research Manager I (Geographic Information Systems)	5734	Research Data Supervisor I
7422	Research Manager II (Geographic Information Systems)	5737	Research Data Supervisor II

That the titles of the following classifications be changed as indicated; that the revised Research Data classification series specification, as shown in this board calendar, is adopted and the probationary period for each classification be 12 months.

Class Code	Column I Existing Class	Column II New Class	Column III Existing Probation Period	Column IV New Probation Period
5729	Research Analyst I - General	Research Data Analyst I	12 months	12 months
5731	Research Analyst II - General	Research Data Analyst II	6 months	12 months
5742	Research Program Specialist I	Research Data Specialist I	12 months	12 months
5758	Research Program Specialist II	Research Data Specialist II	12 months	12 months
5770	Research Program Specialist III (Demography)	Research Data Specialist III	12 months	12 months
5734	Research Manager I - General	Research Data Supervisor I	12 months	12 months
5737	Research Manager II - General	Research Data Supervisor II	12 months	12 months
5740	Research Manager III - General	Research Data Manager	12 months	12 months

That all new appointments to the Research Data series that require a probationary period and that are effective on or after August 1, 2018, shall require completion of the 12-month probationary period before an employee attains permanent status in the class.

That all individuals appointed to the classes in Column I before August 1, 2018, who are serving a required probationary period and who are reallocated to a classification in Column II as a result of this Board action shall attain permanent status in the classification in Column II upon completion of the

designated probationary period in Column III from their original appointment date to the class in Column I.

PART C

CAREER EXECUTIVE ASSIGNMENT (CEA) CHANGES

ACTIONS: None.

PART D

SPECIAL SITUATIONS AND EXPLANATIONS

Unusual changes to the Classification and Compensation Plan such as simultaneous changes for large numbers of classifications or corrections requiring explanatory remarks.

ACTIONS: None.

CEA ACTION PROPOSALS

In accordance with California Code of Regulations, title 2, section 548.5, the following CEA(s) are approved without action by the State Personnel Board.

ACTIONS: None.

For questions regarding Section II, departmental human resource office staff should contact CalHR's Personnel Management Division at (916) 324-9381. Technical questions will be referred to the appropriate CalHR staff member.