

PAY LETTER: 20-03  
ISSUE DATE: January 28, 2020

## **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 OCTOBER 8, 2019.**

**(Effective October 8, 2019, unless otherwise specified)**

### **PART A**

#### **GENERAL CLASSIFICATION AND COMPENSATION ACTIONS**

**ACTIONS:** The classifications listed below will be abolished after reallocation of the incumbents.

<b>Classification Title</b>	<b>Classification Code</b>	<b>Schematic Code</b>
Information Systems Supervisor III	9446	ZZ34
Information Systems Supervisor IV	9447	ZZ36
Information Systems Manager	9448	ZZ38
Information Technology Specialist I	9449	ZZ40
Information Technology Specialist II	9450	ZZ42
Information Technology Specialist III	9451	ZZ44
Information Technician II	9453	ZZ48

### **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 October 8, 2019. Incumbent movement into the appropriate class shall be effective on October 31, 2019 as a result of Board action unless otherwise specified in the State Personnel Board's status resolution.

**DOCUMENTATION:** The department should process A20 transactions to effect the reallocation, then process 335 transactions to place incumbents in the appropriate excluded alternate range of the new classifications listed in Column II.

The department should review and evaluate the alternate range placement of each employee not moving to the highest alternate range of the new classifications listed in Column II to determine if the employee is eligible for a same-day range change to a higher alternate range based on the applicable alternate range criteria for the new classifications. The department should process 335 transactions for eligible employees.

The department should process A02 transactions for eligible employees who are nonpermanent employees, effective October 31, 2019, including:

- TAU
- Limited Term
- T&D assignments
- Retired Annuitants
- Emergency

The department should ensure that the appropriate workweek group as defined in this pay letter is keyed for applicable incumbents.

An SCO Personnel Letter will follow with additional information.

Classification actions affected incumbents in the following classes:

<b><u>Class Code</u></b>	<b><u>Column I (Old Class)</u></b>	<b><u>Class Code</u></b>	<b><u>Column II (New Class)</u></b>
9446	Information Systems Supervisor III	1403	Information Technology Supervisor I
9447	Information Systems Supervisor IV	1404	Information Technology Supervisor II
9448	Information Systems Manager	1405	Information Technology Manager I
9449	Information Technology Specialist I, Range A	1400	Information Technology Technician, Range A
9449	Information Technology Specialist I, Range B	1400	Information Technology Technician, Range B
9449	Information Technology Specialist I, Range C	1401	Information Technology Associate, Range B
9449	Information Technology Specialist I, Range D	1401	Information Technology Associate, Range D
9449	Information Technology Specialist I, Range E	1402	Information Technology Specialist I, Range B
9450	Information Technology Specialist II	1402	Information Technology Specialist I, Range C
9451	Information Technology Specialist III	1414	Information Technology Specialist II, Range A
9453	Information Technician II, Range A	1401	Information Technology Associate, Range A
9453	Information Technician II, Range B	1401	Information Technology Associate, Range C

**CHG:** Work week group changes as a result of reallocations effective **October 31, 2019:**

<b>Classification Title</b>		<b>Classification Code</b>	<b>Schematic Code</b>	<b>WWG</b>	<b>CBID</b>
<b>From:</b>	Information Technology Specialist I	9449	ZZ40	2	E97
<b>To:</b>	Information Technology Specialist I	1402	LM72	E	R01

**RESOLUTION**

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

**WHEREAS**, it has been determined that the duties and responsibilities that have been performed by incumbents in the classifications indicated in Column I are appropriate for reallocation to the classifications indicated in Column II; therefore, be it

**RESOLVED**, that each person with civil service status in the classes indicated in Column I on October 31, 2019, be reallocated to and hereby granted the same civil service status without further examination in the classifications 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.

<b><u>Class Code</u></b>	<b><u>Column I (Old Class)</u></b>	<b><u>Class Code</u></b>	<b><u>Column II (New Class)</u></b>
9446	Information Systems Supervisor III	1403	Information Technology Supervisor I
9447	Information Systems Supervisor IV	1404	Information Technology Supervisor II
9448	Information Systems Manager	1405	Information Technology Manager I
9449	Information Technology Specialist I, Range A	1400	Information Technology Technician Range A
9449	Information Technology Specialist I, Range B	1400	Information Technology Technician Range B
9449	Information Technology Specialist I, Range C	1401	Information Technology Associate, Range B
9449	Information Technology Specialist I, Range D	1401	Information Technology Associate, Range D
9449	Information Technology Specialist I, Range E	1402	Information Technology Specialist I, Range B
9450	Information Technology Specialist II	1402	Information Technology Specialist I, Range C
9451	Information Technology Specialist III	1414	Information Technology Specialist II, Range A
9453	Information Technician II, Range	1401	Information Technology Associate, Range A
9453	Information Technician II, Range B	1401	Information Technology Associate, Range C

The foregoing resolution was made and adopted by the State Personnel Board during its meeting on October 8, 2019 as reflected in the record of the meeting and Board minutes.

### **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.

#### **CALIFORNIA DEPARTMENT OF DEVELOPMENTAL SERVICES**

The position performing the duties of Division Chief, Operations, Office of Quality Assurance and Risk Management, in the California Department of Developmental Services was allocated to the CEA category effective October 29, 2019.

The position performing the duties of Assistant Deputy Director, Community Services Division, Office of Community Operations, in the California Department of Developmental Services was allocated to the CEA category effective October 2, 2019.

The position performing the duties of Deputy Director, Office of Statewide Clinical Services, in the California Department of Developmental Services was allocated to the CEA category effective September 19, 2019.

The position performing the duties of Northern Regional Manager, Community Services Division, in the California Department of Developmental Services was allocated to the CEA category effective September 19, 2019.

The position performing the duties of Southern Regional Manager, Community Services Division, in the California Department of Developmental Services was allocated to the CEA category effective September 19, 2019.

#### **EMPLOYMENT DEVELOPMENT DEPARTMENT**

The position performing the duties of Assistant Director, in the Employment Development Department was allocated to the CEA category effective October 25, 2019.

The position performing the duties of Business Director, in the Employment Development Department was allocated to the CEA category effective October 5, 2019.

#### **CALIFORNIA DEPARTMENT OF TRANSPORTATION**

The position performing the duties of Deputy District Director, Strategic Portfolio Management, District 12/Division of Strategic Portfolio Management, in the California Department of Transportation was allocated to the CEA category effective October 27, 2019.

#### **CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

The position performing the duties of Associate Director, Office of Appeals, in the California Department of Corrections and Rehabilitation was allocated to the CEA category effective October 24, 2019.

## **CALIFORNIA DEPARTMENT OF MOTOR VEHICLES**

The position performing the duties of Chief Data Officer, Executive Division, in the California Department of Motor Vehicles was allocated to the CEA category effective October 5, 2019.

## **CALIFORNIA STATE TEACHERS' RETIREMENT SYSTEM**

The position performing the duties of Director, Procurement Management, in the California State Teachers' Retirement System was allocated to the CEA category effective September 30, 2019.

## **CALIFORNIA DEPARTMENT OF HEALTH CARE SERVICES**

The position performing the duties of Assistant Deputy Director, Integrated Systems, Health Care Delivery Systems, in the California Department of Health Care Services was allocated to the CEA category effective September 29, 2019.

The position performing the duties of Assistant Deputy Director, Managed Care, Health Care Delivery Systems, in the California Department of Health Care Services was allocated to the CEA category effective September 25, 2019.

## **CALIFORNIA STUDENT AID COMMISSION**

The position performing the duties of Deputy Director, Fiscal and Administrative Services Division, in the California Student Aid Commission was allocated to the CEA category effective September 28, 2019.

## **CALIFORNIA DEPARTMENT OF TOXIC SUBSTANCES CONTROL**

The position performing the duties of Division Chief, CEA Enforcement and Emergency Response, Enforcement and Emergency Response Division, in the California Department of Toxic Substances Control was allocated to the CEA category effective September 27, 2019.

## **CALIFORNIA NATURAL RESOURCES AGENCY**

The position performing the duties of Assistant Deputy Director for Administration and Finance, Office of the Secretary, in the California Natural Resources Agency was allocated to the CEA category effective September 25, 2019.

The position performing the duties of Assistant Deputy Director for Bonds and Grants, Office of the Secretary, in the California Natural Resources Agency was allocated to the CEA category effective September 25, 2019.

## **CALIFORNIA DEPARTMENT OF YOUTH AND COMMUNITY RESTORATION**

The position performing the duties of Deputy Director of Training, Enrichment, and Development, Division of Juvenile Justice, in the California Department of Youth and Community Restoration was allocated to the CEA category effective September 25, 2019.

The position performing the duties of Deputy Director of Youth Development and Transition Services, Division of Juvenile Justice, in the California Department of Youth and Community Restoration was allocated to the CEA category effective September 25, 2019.

## **CALIFORNIA HEALTH BENEFIT EXCHANGE**

The position performing the duties of Deputy Director, Program Policy and Eligibility, in the California Health Benefit Exchange was allocated to the CEA category effective September 22, 2019.

## **FRANCHISE TAX BOARD**

The position performing the duties of Technical Resource Technical Audit Policy Advisor, Audit Division/Technical Resource and Services Bureau, in the Franchise Tax Board was allocated to the CEA category effective September 22, 2019.

The position performing the duties of Bureau Director, Technical Resource and Services Bureau, Audit Division/Technical Resource and Services Bureau was allocated to the CEA category effective September 22, 2019.

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.