

PAY LETTER: 21-02  
 ISSUE DATE: January 22, 2021

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

**Note: No pay letter was issued for October 8, 2020 meeting as no classification or pay items were adopted at this meeting.**

**PARTS A THROUGH D WERE APPROVED DURING THE STATE PERSONNEL BOARD MEETING  
 HELD ON NOVEMBER 13, 2020.  
 (Effective November 13, 2020, unless otherwise specified)**

**PART A**

**GENERAL CLASSIFICATION AND COMPENSATION ACTIONS**

**ACTIONS: CHG/SPEC:** The following classifications were revised.

<b>Classification Title</b>	<b>Classification Code</b>	<b>Schematic Code</b>	<b>Footnotes</b>
State Park Peace Officer Cadet (Ranger)	1915	BR78	01, 19, 34, R1
State Park Peace Officer (Ranger)	0983	BR70	01, 19, 21, R8, ARC 070 (Delete) ARC 487 (Add)
State Park Peace Officer Supervisor (Ranger)	0980	BR60	01, 19, R8
State Park Peace Officer Cadet (Lifeguard)	1916	BS42	01, 19, 3, R1
State Park Peace Officer (Lifeguard)	0992	BS40	01, 21, R3, ARC 070 (Delete) ARC 487 (Add)
State Park Peace Officer Supervisor I (Lifeguard)	0991	BS30	01, 43, R3
State Park Peace Officer Supervisor II (Lifeguard)	0988	BS25	01, 43, R3

**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.

ALTERNATE RANGE CRITERIA 487

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 satisfactorily completed the equivalent of 12 months of Range A experience or who possess a valid California Peace Officer Standards and Training (POST) basic certificate.

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.

That the following resolutions be adopted.

WHEREAS Title 2, California Code of Regulations, section 431, states "Unless otherwise provided by resolution of the board, the maximum rate of the lowest salary range currently authorized for a classification is used to make salary comparison"; and

WHEREAS placement in each alternate range of the classifications of SPPO (Ranger) represents recognition of a higher level of knowledge, skill, ability, experience or eligibility which each appointee can acquire through experience in the classification of SPPO (Ranger) or comparable or higher level classifications; and

WHEREAS placement in each alternate range of the classifications of SPPO (Lifeguard) represents recognition of a higher level of knowledge, skill, ability, experience or eligibility which each appointee can acquire through experience in the classification of SPPO (Lifeguard) or comparable or higher level classifications; and

WHEREAS as the result of a permanent appointment to each alternate range, an appointee gains status in the range to which he/she is appointed as though each range is a separate classification by qualifying for placement in that range through transfer, reinstatement, demotion, or satisfying the alternate range criteria; therefore be it

RESOLVED, That Alternate Ranges A and B for the classification of SPPO (Ranger) may be used individually as if each represents the salary range of a separate classification to make salary comparisons for discretionary actions between the classification of SPPO (Ranger) and other classifications; and be it further

RESOLVED, That Alternate Ranges A and B for the classifications of SPPO (Lifeguard) may be used individually as if each represents the salary range of a separate classification to make salary comparisons for discretionary actions between the classification of SPPO (Lifeguard) and other classifications; and be it further

RESOLVED, That for the classification of SPPO (Ranger) the maximum currently authorized for Range B of this classification shall be the salary range used to make salary comparisons for mandatory actions.

RESOLVED, That for the classification of SPPO (Lifeguard) the maximum currently authorized for Range B of this classification shall be the salary range used to make salary comparisons for mandatory actions.

## RESOLUTION

**WHEREAS**, Article VII, Section 1, subdivision (b), of the California Constitution mandates that civil service appointments and promotions shall be made under a general system based on merit, as ascertained by competitive examination; and

**WHEREAS**, pursuant to the provisions of Article VII, Section 3, of the California Constitution, the State Personnel Board (Board) is the entity that has been tasked with the authority to oversee and enforce the State civil service statutes; and

**WHEREAS**, the current Utilities Engineer examination is an in-person written examination; and

**WHEREAS**, due to the outbreak of COVID-19 and the California Public Health Order, the California Public Utilities Commission (CPUC) has ceased examination administration for the Utilities Engineer examination effective June 8, 2020; and

**WHEREAS**, as a result of recruitment efforts to fill an increased number of vacancies to mitigate the prevention of forest fires, the CPUC has seen an increase in examination application volume that is no longer sustainable with the current in-person written examination; and

**WHEREAS**, new job analyses have been completed for the Utilities Engineer classification(s), which show that the examination is outdated. An updated Training and Experience (T&E) questionnaire with limited three rank model will be created; and

**WHEREAS**, the current eligible lists for the Utilities Engineer contain eligibility records established less than 12 months prior, and Board approval is needed to abolish the lists; and

**WHEREAS**, upon approval to abolish the current eligible list, CPUC will advise all eligibles that they will need to participate in the new examinations for the Utilities Engineer classification(s) to re-establish list eligibility.

### **IT IS RESOLVED AND ORDERED THAT:**

The California Department of Human Resources is hereby authorized to abolish the current Utilities Engineer eligible lists on behalf of the CPUC as outlined above and utilize a new T&E open continuous examination list.

The foregoing resolution was made and adopted by the Board during its meeting on November 13, 2020, 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.

**EMPLOYMENT DEVELOPMENT DEPARTMENT**

The position performing the duties of EDD Claimant and Stakeholder Liaison, in the Employment Development Department was allocated to the CEA category effective December 6, 2020.

**CALIFORNIA EARTHQUAKE AUTHORITY**

The position performing the duties of Deputy General Counsel for Risk Transfer, Legal and Compliance Department, in the California Earthquake Authority was allocated to the CEA category effective November 15, 2020.

The position performing the duties of Director of Enterprise Compliance Management, Legal and Compliance Department, in the California Earthquake Authority was allocated to the CEA category effective November 15, 2020.

**DEPARTMENT OF HEALTH CARE SERVICES**

The position performing the duties of Chief, Human Resources Branch, in the Department of Health Care Services was allocated to the CEA category effective November 15, 2020.

**CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS**

The position performing the duties of Compliance Officer, Executive Office, in the California Department of Consumer Affairs was allocated to the CEA category effective November 11, 2020.

**CALIFORNIA TRANSPORTATION COMMISSION**

The position performing the duties of Deputy Director of SB 1 Programming, Executive Branch, in the California Transportation Commission was allocated to the CEA category effective October 26, 2020.

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.