

PAY LETTER: 22-10  
ISSUE DATE: May 12, 2022

**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 APRIL 1, 2022.  
(Effective April 1, 2022, unless otherwise specified)**

**PART A**

**GENERAL CLASSIFICATION AND COMPENSATION ACTIONS**

**ACTIONS:** The classifications listed below will be abolished after reallocation of the incumbents effective May 1, 2022.

<b>Classification Titles</b>	<b>Class Codes</b>	<b>Schematic Codes</b>
Administrator for Student Services Planning and Development, California Community Colleges	2451	EM55
Administrator for Fiscal Planning and Administration, California Community Colleges	2453	EM75
Administrator for Vocational Education California Community Colleges	2456	EM83
Specialist in General Vocational Education California Community Colleges	2458	EM91
Specialist in Facilities Planning and Utilization California Community Colleges	2508	EM70
Specialist in Fiscal Planning and Administration California Community Colleges	2525	EM82
Community College Program Assistant I	2549	EM25
Specialist in Information Systems and Analysis, California Community Colleges	2551	EM55
Specialist in Student Services Planning and Development California Community Colleges	2565	EM63

**CHG/RET:** The following classifications were revised effective May 1, 2022.

Classification Title		Class Code	Schematic Code
<b>From:</b>	Community College Program Assistant II	2550	EM30
<b>To:</b>	Community College Program Assistant		

Classification Title		Class Code	Schematic Code
<b>From:</b>	Specialist in Academic Planning and Development, California Community Colleges	2539	EM51
<b>To:</b>	Community College Specialist		

Classification Title		Class Code	Schematic Code
<b>From:</b>	Director, Vocational Education, California Community Colleges	2537	EM20
<b>To:</b>	Community College Administrator II		

Classification Title		Class Code	Schematic Code	Footnotes
<b>From:</b>	Administrator for Academic Planning and Development, California Community Colleges	2450	EM45	1, 19, 24
<b>To:</b>	Community College Administrator I			1, 19

**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 April 1, 2022. 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 effective May 1, 2022.

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

- TAU
- Limited Term
- Retired Annuitants
- Emergency

Classification actions affected incumbents in the following classes:

That the following resolutions be adopted.

WHEREAS the State Personnel Board adopted the revised series indicated in Column II below effective May 1, 2022; 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 incumbents who have been reallocated from the class of Specialist in General Vocational Education California Community Colleges, Specialist in Facilities Planning and Utilization California Community Colleges were serving a 6-month probationary period; and

WHEREAS the retitled class of Community College Specialist 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 Specialist in General Vocational Education California Community Colleges and Specialist in Facilities Planning and Utilization California Community Colleges are appropriate for reallocation to the new class of Community College Specialist; therefore, be it

RESOLVED, That each person with civil service status in the classes in Column I on May 1, 2022, 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 Specialist in General Vocational Education California Community Colleges and Specialist in Facilities Planning and Utilization California Community Colleges who on May 1, 2022 have 6 months of experience in the class of Specialist in General Vocational Education California Community Colleges or Specialist in Facilities Planning and Utilization California Community Colleges shall be given permanent status in the class of Community College Specialist; and be it further

RESOLVED, That those incumbents in the classes of Specialist in General Vocational Education California Community Colleges and Specialist in Facilities Planning and Utilization California Community Colleges that on May 1, 2022 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 Specialist in General Vocational Education California Community Colleges, Specialist in Facilities Planning and Utilization California Community Colleges and the class of Community College Specialist.

<b>Column I (Existing Class)</b>			<b>Column II (New Class)</b>		
<b>Current Class Code</b>	<b>Current Class Title</b>	<b>Current Probation Period</b>	<b>Proposed Class Code</b>	<b>Proposed Class Title</b>	<b>Proposed Probation Period</b>
2450	Administrator for Academic Planning and Development, California Community Colleges	12 Months	2450	Community College Administrator I	12 Months
2451	Administrator for Student Services Planning and Development, California Community Colleges	12 Months	2450	Community College Administrator I	12 Months
2453	Administrator for Fiscal Planning and Administration, California Community Colleges	12 Months	2450	Community College Administrator I	12 Months

<b>Column I (Existing Class)</b>			<b>Column II (New Class)</b>		
<b>Current Class Code</b>	<b>Current Class Title</b>	<b>Current Probation Period</b>	<b>Proposed Class Code</b>	<b>Proposed Class Title</b>	<b>Proposed Probation Period</b>
2456	Administrator for Vocational Education, California Community Colleges	12 Months	2450	Community College Administrator I	12 Months
2458	Specialist in General Vocational Education California Community Colleges	6 Months	2539	Community College Specialist	12 Months
2508	Specialist in Facilities Planning and Utilization California Community Colleges	6 Months	2539	Community College Specialist	12 Months
2525	Specialist in Fiscal Planning and Administration, California Community Colleges	12 Months	2539	Community College Specialist	12 Months
2537	Director, Vocational Education, California Community Colleges	12 Months	2537	Community College Administrator II	12 Months
2539	Specialist in Academic Planning and Development, California Community Colleges	12 Months	2539	Community College Specialist	12 Months

Column I (Existing Class)			Column II (New Class)		
Current Class Code	Current Class Title	Current Probation Period	Proposed Class Code	Proposed Class Title	Proposed Probation Period
2550	Community College Program Assistant II	12 Months	2550	Community College Program Assistant	12 Months
2551	Specialist in Information Systems and Analysis, California Community Colleges	12 Months	2539	Community College Specialist	12 Months
2565	Specialist in Student Services Planning and Development, California Community Colleges	12 Months	2539	Community College Specialist	12 Months

**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**, a new job analysis indicates the examinations for the Housing and Community Development Specialist (HCDS) I and II are outdated. Updated Training and Experience (T&E) examinations utilizing the limited three rank model will be created for the HCDS I and II; and

**WHEREAS**, the current eligible lists for the HCDS I and II classifications 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 lists the Department of Housing and Community Development will advise all eligibles that they will need to participate in the new examinations for the HCDS I and II classifications to re-establish list eligibility.

**IT IS RESOLVED AND ORDERED THAT:**

The California Department of Human Resources is hereby authorized to abolish the current Housing and Community Development Specialist I and II eligible lists on the behalf of the Department of Housing and Community Development as outlined above and use the new training and experience examination lists.

The foregoing was made and adopted by the Board during its meeting on April 1, 2022, as reflected in the record of the meeting and Board minutes.

**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 Department of Financial Protection and Innovation wishes to replace the existing promotional examinations with open examinations for the Senior Financial Institutions Examiner (SFIE) and Financial Institutions Manager (FIM) classifications. New Training and Experience (T&E) examinations for the SFIE and FIM classifications have been developed, utilizing the limited three rank model; and

**WHEREAS**, the current eligible lists for the SFIE and FIM 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 lists, the Department of Financial Protection and Innovation will advise all eligibles that they will need to participate in the new examinations for the SFIE and FIM to re-establish list eligibility.

**IT IS RESOLVED AND ORDERED THAT:**

The California Department of Human Resources is hereby authorized to abolish the current Senior Financial Institutions Examiner and Financial Institutions Manager eligible lists on behalf of the Department of Financial Protection and Innovation as outlined above and utilize new training and experience open continuous eligibility lists.

The foregoing resolution was made and adopted by the Board during its meeting on April 1, 2022, as reflected in the record of the meeting and Board minutes.

**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 California Department of Human Resources (CalHR) and the California Department of Food and Agriculture (CDFA) partnered to create new online Training and Experience (T&E) examinations for the Agriculture Program Supervisor I, Agriculture Program Supervisor II, Agriculture Program Supervisor III, and Agriculture Program Supervisor IV (APS I, II, III, and IV respectively); and

**WHEREAS**, the current eligible lists for the APS I, II, III, and IV classifications contain eligibility records established less than 12 months prior and Board approval is needed to abolish these eligible lists; and

**WHEREAS**, upon approval to abolish the current eligible lists, the CDFA will advise all eligible individuals that they will need to participate in the new examinations for the APS I, II, III, and IV to re-establish list eligibility.

**IT IS RESOLVED AND ORDERED THAT:**

The California Department of Human Resources is hereby authorized to abolish the current APS I, II, III, and IV eligible lists as outlined above and the California Department of Food and Agriculture will utilize the online training and experience examinations and eligible lists.

The foregoing resolution was made and adopted by the Board during its meeting on April 1, 2022, 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 Deaf Access Specialist in the California Department of Developmental Services was allocated to the CEA category effective April 15, 2022.

**DEPARTMENT OF HEALTH CARE SERVICES**

The position performing the duties of Assistant Deputy Director, Community Services and Licensing and Certification, Behavioral Health, in the Department of Health Care Services was allocated to the CEA category effective April 10, 2022.

**BOARD OF STATE AND COMMUNITY CORRECTIONS**

The position performing the duties of Deputy Director-Administration, Administration Division, in the Board of State and Community Corrections was allocated to the CEA category effective April 8, 2022.

**DEPARTMENT OF JUSTICE**

The position performing the duties of Sexual Assault Evidence Outreach Deputy Director, in the Department of Justice was allocated to the CEA category effective February 27, 2022.

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.