

PAY LETTER: 22-16
 ISSUE DATE: July 27, 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 MAY 5, 2022.
 (Effective May 5, 2022, unless otherwise specified)**

PART A

GENERAL CLASSIFICATION AND COMPENSATION ACTIONS

ACTIONS: The following classifications were established.

Classification Title	Class Code	Schematic Code	Salary	SISA	Footnotes	WWG	MCR	CBID
Senior Portfolio Manager	4663	JV64	\$18,334 - \$28,334		01, 19, 55	E	1	M01
Senior Investment Director	4665	JV65	\$24,167 - \$35,834		01,19, 55	E	1	M01

ABOL: The following classification will be abolished.

Classification Title	Class Code	Schematic Code
Investment Operations Director, California State Teachers' Retirement System	4699	JV16

ABOL: The classifications listed below will be abolished after reallocation of the incumbents effective June 1, 2022.

Classification Title	Class Code	Schematic Code
Actuarial Assistant Trainee, CalPERS	5509	LP61
Senior Actuarial Statistician	6079	LP65
Actuarial Statistician	6080	LP70
Supervising Life Actuary	6084	LP30
Senior Casualty Actuary	6085	LP23
Senior Life Actuary	6086	LP33
Associate Casualty Actuary	6087	LP26
Associate Life Actuary	6089	LP36

RET: The following classifications were retitled.

Classification Title		Class Code	Schematic Code
From:	Investment Director, California State Teachers' Retirement System	4694	JV58
To:	Investment Director		

Classification Title		Class Code	Schematic Code
From:	Portfolio Manager, State Teachers' Retirement System	4697	JV59
To:	Portfolio Manager		

Classification Title		Class Code	Schematic Code
From:	Associate Portfolio Manager, State Teachers' Retirement System	4698	JV60
To:	Associate Portfolio Manager		

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

Classification Title		Classification Code	Schematic Code	Salary	Footnotes
From:	Associate Pension Actuary	5436	LP58	\$9,867 - \$12,355	19
To:	Actuary			Range A: \$9,902 - \$12,401 Range B: \$10,793 - \$13,145	19 01 (add) ARC 495

Classification Title		Classification Code	Schematic Code	Footnotes
From:	Senior Pension Actuary	5461	LP56	19
To:	Actuary Senior			01 (add)

Classification Title		Classification Code	Schematic Code	Footnotes
From:	Supervising Pension Actuary	5490	LP57	01, 19
To:	Actuary Supervisor			

Classification Title		Classification Code	Schematic Code	Salary	Footnotes
From:	Actuarial Assistant, CalPERS	5552	LP62	\$6,191 - \$7,749	19
To:	Actuarial Analyst			Range A: \$4,509 - \$5,374 Range B: \$5,406 - \$7,402 Range C: \$6,191 - \$8,131	01 (add) ARC 493

Classification Title		Classification Code	Schematic Code	Salary	Footnotes
From:	Senior Actuarial Assistant, CalPERS	5632	LP63	\$6,801 - \$8,514	19
To:	Actuarial Senior Analyst			\$6,801 - \$8,935	01 (add)

Classification Title		Classification Code	Schematic Code	Salary	Footnotes
From:	Supervising Actuarial Assistant, CalPERS	5633	LP64	\$7,194 - \$8,939	01, 19
To:	Actuarial Analyst Supervisor			\$7,194 - \$9,386	

CHG: The following classifications were revised effective June 1, 2022.

Classification Title	Classification Code	Schematic Code	Footnotes
Actuary, State Compensation Insurance Fund	5420	LP50	01, 19, 24 (add)
Chief Actuary, Department of Insurance, C.E.A.	5406	LP10	01 24 (add)

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 May 5, 2022. Incumbent movement into the appropriate class shall be effective June 1, 2022.

DOCUMENTATION: Departments should process A20 transactions to effect the reallocation of permanent appointments effective June 1, 2022.

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

- TAU
- Limited Term
- Retired Annuitants
- Emergency

Incumbents in the old class shall receive the differential for placement into the new class effective June 1, 2022

Existing Class Code	Existing Class Title	New Salary Range	New Class Code	New Class Title	New Salary Range	Range Differential
5509	Actuarial Assistant Trainee, CalPERS	A	5552	Actuarial Analyst	A	8.2%
5509	Actuarial Assistant Trainee, CalPERS	B	5552	Actuarial Analyst	A	0.0%
5509	Actuarial Assistant Trainee, CalPERS	C	5552	Actuarial Analyst	B	14.9%
6080	Actuarial Statistician	A	5552	Actuarial Analyst	B	9.8%
5552	Actuarial Assistant, CalPERS		5552	Actuarial Analyst	C	4.9%
5632	Senior Actuarial Assistant, CalPERS		5632	Actuarial Senior Analyst		4.9%
5633	Supervising Actuarial Assistant, CalPERS		5633	Actuarial Analyst Supervisor		5.0%
5436	Associate Pension Actuary		5436	Actuary	A	0.4%
6087	Associate Casualty Actuary	A	5436	Actuary	A	0.0%
6089	Associate Life Actuary	A	5436	Actuary	A	0.0%
			5436	Actuary	B	NEW

Existing Class Code	Existing Class Title	New Salary Range	New Class Code	New Class Title	New Salary Range	Range Differential
5461	Senior Pension Actuary		5461	Actuary Senior		0.0%
6086	Senior Life Actuary		5461	Actuary Senior		11.0%
6085	Senior Casualty Actuary		5461	Actuary Senior		11.0%
5490	Supervising Pension Actuary		5490	Actuary Supervisor		0.0%
6084	Supervising Life Actuary		5490	Actuary Supervisor		1.6%

Classification actions affected incumbents in the following classes:

Column I (Existing Class)		Column II (New Class)	
Current Class Code	Current Class Title	Proposed Class Code	Proposed Class Title
5436	Associate Pension Actuary	5436	Actuary, Range A
5461	Senior Pension Actuary	5461	Actuary Senior
5490	Supervising Pension Actuary	5490	Actuary Supervisor
5509	Actuarial Assistant Trainee, CalPERS, Range A	5552	Actuarial Analyst, Range A
5509	Actuarial Assistant Trainee, CalPERS, Range B	5552	Actuarial Analyst, Range A
5509	Actuarial Assistant Trainee, CalPERS, Range C	5552	Actuarial Analyst, Range B
5552	Actuarial Assistant, CalPERS	5552	Actuarial Analyst, Range C
5632	Senior Actuarial Assistant, CalPERS	5632	Actuarial Senior Analyst
5633	Supervising Actuarial Assistant, CalPERS	5633	Actuarial Analyst Supervisor
6079	Senior Actuarial Statistician	5552	Actuarial Analyst, Range C
6080	Actuarial Statistician	5552	Actuarial Analyst, Range B
6084	Supervising Life Actuary	5490	Actuary Supervisor
6085	Senior Casualty Actuary	5461	Actuary Senior

Column I (Existing Class)		Column II (New Class)	
Current Class Code	Current Class Title	Proposed Class Code	Proposed Class Title
6086	Senior Life Actuary	5461	Actuary Senior
6087	Associate Casualty Actuary	5436	Actuary, Range A
6089	Associate Life Actuary	5436	Actuary, Range A

That the following resolutions be adopted.

WHEREAS the State Personnel Board effective beginning of the pay period after May 5, 2022, established the classifications in Column II below; and the duties and responsibilities of this classification were substantially included in the previously existing classifications indicated in Column I below; and

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

WHEREAS Title 2, California Code of Regulations, section 427, 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 classification of Actuary represents recognition of a higher level of knowledge, skill, ability, experience or eligibility which each appointee can acquire through experience in the classification of Actuary or comparable or higher level classifications; and

WHEREAS placement in each alternate range of the classifications of Actuarial Analyst represents recognition of a higher level of knowledge, skill, ability, experience or eligibility which each appointee can acquire through experience in the classification of Actuarial Analyst 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 of classifications of Actuarial Analyst and Actuary may be used individually as if each represents the salary range of a separate class to make salary comparisons for discretionary actions between classifications; and it be further

RESOLVED, That for the classifications of Actuarial Analyst and Actuary, the maximum currently authorized for Actuarial Analyst Range C and Actuary Range B shall be the salary range used to make salary comparisons for mandatory actions.

RESOLVED, That each person with civil service status in the classifications in Column I beginning of pay period after May 5, 2022, shall be reallocated to, and hereby granted the same civil service status without further examination in the classification in Column II; and be it further

RESOLVED, that those incumbents in the classifications of Actuarial Statistician, Actuarial Assistant, CalPERS, Senior Actuarial Statistician, Senior Actuarial Assistant, CalPERS, Associate Pension Actuary, Senior Pension Actuary, Senior Life Actuary, Senior Casualty Actuary that beginning of the pay period after May 5, 2022 have less than 6 months of probationary status shall complete their probation when they have served the equivalent of six months of combined experience in the classifications and the classifications of Actuarial Analyst and Actuary; and be it further

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

RESOLVED, that individuals on any existing reemployment lists for the classifications in Column I shall be placed on reemployment lists for the comparable classification in Column II until expiration of their eligibility on the reemployment lists for the classifications in Column I; and be it further

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

RESOLVED, that any existing employment lists other than reemployment lists established for the classifications in Column I shall be used to certify and fill vacancies in the classifications in Column II as directed by the Executive Officer of the State Personnel Board until such lists are abolished, exhausted, or superseded by lists for the classifications within the new Actuary series.

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
5436	Associate Pension Actuary	6 Months	5436	Actuary, Range A	12 Months
5461	Senior Pension Actuary	6 Months	5461	Actuary Senior	12 Months
5490	Supervising Pension Actuary	12 Months	5490	Actuary Supervisor	12 Months
5509	Actuarial Assistant Trainee, CalPERS, Range A	12 Months	5552	Actuarial Analyst, Range A	12 Months

Column I (Existing Class)			Column II (New Class)		
5509	Actuarial Assistant Trainee, CalPERS, Range B	12 Months	5552	Actuarial Analyst, Range A	12 Months
5509	Actuarial Assistant Trainee, CalPERS, Range C	12 Months	5552	Actuarial Analyst, Range B	12 Months
5552	Actuarial Assistant, CalPERS	6 Months	5552	Actuarial Analyst Range C	12 Months
5632	Senior Actuarial Assistant, CalPERS	6 Months	5632	Actuarial Senior Analyst	12 Months
5633	Supervising Actuarial Assistant, CalPERS	12 Months	5633	Actuarial Analyst Supervisor	12 Months
6079	Senior Actuarial Statistician	6 Months	5552	Actuarial Analyst, Range C	12 Months
6080	Actuarial Statistician	6 Months	5552	Actuarial Analyst, Range B	12 Months
6084	Supervising Life Actuary	12 Months	5490	Actuary Supervisor	12 Months
6085	Senior Casualty Actuary	6 Months	5461	Actuary Senior	12 Months
6086	Senior Life Actuary	6 Months	5461	Actuary Senior	12 Months
6087	Associate Casualty Actuary	12 Months	5436	Actuary, Range A	12 Months
6089	Associate Life Actuary	12 Months	5436	Actuary, Range A	12 Months

Alternate Range Criteria 493

Range A. This range shall apply to persons who do not meet the criteria for Range B, or C.

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

- Passed at least one professional actuarial examination offered by either the Society of Actuaries (SOA), Casualty Actuarial Society (CAS), or an actuarial organization for which the SOA or CAS honors exam credits; or
- Two years of satisfactory experience performing the duties of an Actuarial Analyst, Range A; or
- Two years of satisfactory increasingly responsible experience outside state service reconciling and editing data to be used in actuarial or statistical valuations; applying actuarial or statistical methods and techniques to make or verify calculations; compiling and producing actuarial reports or statistical summaries; and utilizing actuarial software programs to determine liabilities or actuarial value of assets or statistical forecasts.

Range C. This range shall apply to persons who have either:

- Passed at least three professional actuarial examinations offered by either the SOA, CAS, or an actuarial organization for which the SOA or CAS honors exam credits; or
- One year of satisfactory experience performing the duties of an Actuarial Analyst, Range B; or
- Three years of satisfactory increasingly responsible experience outside state service reconciling and editing data to be used in actuarial valuation; applying actuarial or statistical methods and techniques to make or verify calculations; compiling and producing actuarial reports or statistical summaries; and utilizing actuarial software programs to determine liabilities or actuarial value of assets or statistical forecasts.

NOTE: Experience gained within California state civil service and outside of California state civil service may be combined to meet the experience requirements.

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, except that upon movement to range C, the provisions of California Code of Regulations, title 2, section 599.674 shall apply.

Alternate Range Criteria 495

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

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

- Two years of satisfactory experience performing the duties of an Actuary, Range A; or

- Two years of satisfactory actuarial or statistical experience while possessing an Associateship, (e.g., Associate of the Society of Actuaries (ASA) or Associate of the Casualty Actuarial Society (ACAS)) credential with the Society of Actuaries (SOA), Casualty Actuarial Society (CAS), Certified Specialist in Predictive Modeling (CSPA) with the CAS or an actuarial organization provided mutual recognition by the SOA or CAS.

NOTE: Experience gained within California state civil service and outside of California state civil service may be combined to meet the experience requirements.

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.

The following Alternate Range Criteria is abolished effective June 1, 2022

Alternate Range Criteria 161

Range A. This range shall apply when the duties of the position involve examinations of various companies and the location of employment is in the State of California.

Range B. This range shall apply when the duties of the position involve examination of various companies and the location of employment is outside the State of California.

Prior to movement to another class in State service, a position allocated to a salary range in Alternate Range B based upon the criteria that the position is headquartered outside the State of California shall first be reallocated to a range which is appropriate without application of this criteria.

When the requirements for the particular criteria are met, the employee shall receive a rate under the provisions of DPA Rule 599.681.

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 has been completed for the Medical Assistant classification, which shows the examination needs to be updated. A new Training and Experience (T&E) examination using the limited three rank model will be created; and

WHEREAS, the current eligible list for the Medical Assistant classification contains eligibility records established less than 12 months prior and Board approval is needed to abolish the list; and

WHEREAS, upon approval to abolish the current eligible list the California Correctional Health Care Services will advise all eligibles that they will need to participate in the new examination for the Medical Assistant to re-establish list eligibility.

IT IS RESOLVED AND ORDERED THAT:

The California Department of Human Resources is hereby authorized to abolish the current Medical Assistant classification eligible list on behalf of the California Correctional Health Care Services as outlined above.

The foregoing resolution was made and adopted by the Board during its meeting on May 5, 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, new job analyses indicate the examinations for the District Representative I and II, Division of Codes and Standards (Non-Peace Officer) are outdated. Updated Training and Experience (T&E) examinations utilizing the limited three rank model will be created for both examinations; and

WHEREAS, the current eligible lists for the District Representative I and II, Division of Codes and Standards (Non-Peace Officer) contains 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 District Representative I and II, Division of Codes and Standards (Non-Peace Officer) to re-establish list eligibility.

IT IS RESOLVED AND ORDERED THAT:

The California Department of Human Resources is hereby authorized to abolish the current District Representative I and II, Division of Codes and Standards (Non-Peace Officer) eligible lists on the behalf of the Department of Housing and Community Development as outlined above.

The foregoing resolution was made and adopted by the Board during its meeting on May 5, 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.

DEPARTMENT OF HEALTH CARE ACCESS AND INFORMATION

The position performing the duties of Senior Policy Advisor, Healthcare Workforce Development Division, in the Department of Health Care Access and Information was allocated to the CEA category effective May 29, 2022.

DEPARTMENT OF STATE HOSPITALS

The position performing the duties of Assistant Deputy Director, Remediation Planning and Implementation, in the Department of State Hospitals was allocated to the CEA category effective May 30, 2022.

DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING

The position performing the duties of Deputy Chief Counsel, Legal Division, in the Department of Fair Employment and Housing was allocated to the CEA category effective May 27, 2022.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

The position performing the duties of Assistant Chief Deputy General Counsel, Office of Legal Affairs, in the California Department of Corrections and Rehabilitation was allocated to the CEA category effective May 23, 2022.

DEPARTMENT OF CONSERVATION

The position performing the duties of Branch Manager – Hazard Monitoring and Preparedness, California Geological Survey, in the Department of Conservation was allocated to the CEA category effective May 23, 2022.

CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION

The position performing the duties of Deputy Director, Communications, Communications Office, in the California Department of Forestry and Fire Protection was allocated to the CEA category effective May 5, 2022.

STATE COMPENSATION INSURANCE FUND

The position performing the duties of Senior Vice President of Policy Technology, in the State Compensation Insurance Fund was allocated to the CEA category effective April 29, 2022.

DEPARTMENT OF GENERAL SERVICES

The position performing the duties of Telework Chief in the Department of General Services was allocated to the CEA category effective April 22, 2022.

DEPARTMENT OF TRANSPORTATION

The position performing the duties of Assistant Deputy Director for Transportation Electrification, Headquarters, in the Department of Transportation was allocated to the CEA category effective April 17, 2022.

CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE

The position performing the duties of Assistant Director, Animal Health Food Safety Services Division, in the California Department of Food and Agriculture was allocated to the CEA category effective April 12, 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.