

PAY LETTER: 23-12
ISSUE DATE: April 13, 2023

**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 MARCH 9, 2023.
(Effective March 9, 2023, unless otherwise specified)**

PART A

GENERAL CLASSIFICATION AND COMPENSATION ACTIONS

ACTIONS: RET: The following classification was revised effective **April 1, 2023**.

| Classification Title | | Classification Code | Schematic Code |
|-----------------------------|----------------------------------|----------------------------|-----------------------|
| From: | Staff Services Analyst (General) | 5157 | JY20 |
| To: | Staff Services Analyst | | |

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 69

Experience gained outside State service may be credited only if the appointing power believes the experience was satisfactory and comparable in type and quality to that of a Staff Services Analyst.

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

Range B. This range shall apply to persons who have satisfactorily completed the equivalent to six months of Staff Services Analyst (Range A) or Staff Services Analyst, Fair Political Practices Commission (Range A), or Management Services Technician (Range B), and may apply to persons who have the equivalent of six months of satisfactory experience outside of State service performing analytical duties similar to those of a Staff Services Analyst.

Range C. This range shall apply to persons who have graduated from a recognized four-year accredited college or university; or who satisfactorily completed the equivalent of 12 months of Staff Services Analyst (Range B) or Staff Services Analyst, Fair Political Practices Commission (Range B), experience; and may apply to persons who have the equivalent of 18 months of satisfactory experience outside the State service performing analytical duties similar to those of Staff Services Analyst.

Typical example of the settings of experience used in meeting the criteria are: State service; the Federal Government; other State and local government entities; special districts such as schools and utilities; higher education administrative units; and private industry entities which provide work experience comparable to that of a Staff Services Analyst. Experience in different settings may be combined towards meeting the criteria.

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

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 classification specification revision approved by the Board on March 9, 2023, indicates the examination for Staff Services Analyst is no longer valid. A new examination will be created; and

WHEREAS, the current eligible list for the Staff Services Analyst contains eligibility records established less than 12 months prior and Board approval is required to abolish the list; and

WHEREAS, upon approval to abolish the current eligible list the California Department of Human Resources (CalHR) will advise all eligible individuals that they will need to participate in the new examination for the Staff Services Analyst to re-establish list eligibility.

IT IS RESOLVED AND ORDERED THAT:

CalHR is hereby authorized to abolish the current Staff Services Analyst eligible list as a result of the classification specification revision as outlined above.

The foregoing resolution was made and adopted by the Board during its meeting on March 9, 2023, 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 State Water Resources Control Boards' (SWRCB) examinations for the Engineering Geologist, Senior Engineering Geologist, and Supervising Engineering Geologist are departmental and servicewide examinations are currently being administered for these classifications; and

WHEREAS, the current eligible lists for the Engineering Geologist, Senior Engineering Geologist, and Supervising Engineering Geologist contain eligibility records established less than 12 months prior and Board approval is required to abolish the lists; and

WHEREAS, upon approval to abolish the current eligible lists the SWRCB will advise all eligible individuals that they will need to participate in the servicewide examinations for the Engineering Geologist, Senior Engineering Geologist, and Supervising Engineering Geologist to re-establish list eligibility.

IT IS RESOLVED AND ORDERED THAT:

The California Department of Human Resources is hereby authorized to abolish the current Engineering Geologist, Senior Engineering Geologist, and Supervising Engineering Geologist eligible lists on the behalf of the SWRCB as outlined above.

The foregoing resolution was made and adopted by the Board during its meeting on March 9, 2023, 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 ENERGY COMMISSION

The position performing the duties of Deputy Director of Renewable and Electricity Planning Program, Siting, Transmission and Environmental Protection Division, in the California Energy Commission was allocated to the CEA category effective April 2, 2023.

The position performing the duties of Deputy Director of Power Plant Program, Siting, Transmission and Environmental Protection Division, in the California Energy Commission was allocated to the CEA category effective April 2, 2023.

The position performing the duties of Deputy Director of Building Decarbonization, Reliability, Renewable Energy and Decarbonization Incentives Division, in the California Energy Commission was allocated to the CEA category effective March 26, 2023.

The position performing the duties of Senior Coordinator of Offshore Wind, Chair's Office, in the California Energy Commission was allocated to the CEA category effective March 25, 2023.

The position performing the duties of Deputy Director of Renewables and Reliability, Renewable Energy and Decarbonization Incentives Division, in the California Energy Commission was allocated to the CEA category effective March 24, 2023.

The position performing the duties of Deputy Director of Demand Forecasting and Scenario Development, Energy Assessment Division, in the California Energy Commission was allocated to the CEA category effective February 27, 2023.

The position performing the duties of Deputy Director of Emergency Planning and Reliability, Energy Assessment Division, in the California Energy Commission was allocated to the CEA category effective February 19, 2023.

CALIFORNIA DEPARTMENT OF DEVELOPMENTAL SERVICES

The position performing the duties of Branch Manager, in the California Department of Developmental Services was allocated to the CEA category effective March 31, 2023.

The position performing the duties of Assistant Deputy Director, Children, Adolescents and Young Adult Services, in the California Department of Developmental Services was allocated to the CEA category effective February 5, 2023.

DEPARTMENT OF JUSTICE

The position performing the duties of Bureau Director, Bureau of Criminal Information and Analysis, in the Department of Justice was allocated to the CEA category effective March 30, 2023.

The position performing the duties of General Counsel, Office of General Counsel, in the Department of Justice was allocated to the CEA category effective March 24, 2023.

The position performing the duties of Assistant Chief, California Justice Information Services Division, in the Department of Justice was allocated to the CEA category effective March 3, 2023.

SAN FRANCISCO BAY CONSERVATION AND DEVELOPMENT COMMISSION

The position performing the duties of Director of Regulatory, in the San Francisco Bay Conservation and Development Commission was allocated to the CEA category effective March 19, 2023.

DEPARTMENT OF MOTOR VEHICLES

The position performing the duties of Human Resources Operations Officer, in the Department of Motor Vehicles was allocated to the CEA category effective March 16, 2023.

GOVERNMENT OPERATIONS AGENCY

The position performing the duties of Deputy Director, Digital Services, Cradle to Career, in the Government Operations Agency was allocated to the CEA category effective March 16, 2023.

CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

The position performing the duties of Deputy Press Secretary, Office of Public and Employee Communications, in the California Department of Corrections and Rehabilitation was allocated to the CEA category effective March 9, 2023.

DEPARTMENT OF RESOURCES RECYCLING AND RECOVERY

The position performing the duties of Deputy Director, Office of Audits, in the Department of Resources Recycling and Recovery was allocated to the CEA category effective March 9, 2023.

CALIFORNIA PRIVACY PROTECTION AGENCY

The position performing the duties of Deputy Director of Enforcement, in the California Privacy Protection Agency was allocated to the CEA category effective February 7, 2023.

CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS

The position performing the duties of Enforcement Chief Bureau for Private Postsecondary Education, in the California Department of Consumer Affairs was allocated to the CEA category effective January 27, 2023.

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

The position performing the duties of Assistant Deputy Director, Division of Program and Response, in the California Department of Public Health was allocated to the CEA category effective January 10, 2023.

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.