

PAY LETTER: 23-47
ISSUE DATE: December 22, 2023

**CALIFORNIA DEPARTMENT OF HUMAN RESOURCES
SECTION I**

**SUMMARY OF REVISIONS
TO THE CALIFORNIA STATE CIVIL SERVICE PAY SCALES
LOCATED ON CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR'S) PUBLIC
WEB SITE**

<http://www.calhr.ca.gov/state-hr-professionals/Pages/pay-scales.aspx>

For questions regarding Section I, personnel office designated liaisons should contact CalHR's Personnel Services Branch. Technical questions will be referred to the appropriate CalHR analyst.

The following changes are now updated on the electronic Pay Scales. Changes to the Alphabetical and Schematic Listings (Sections 15 and 17) will be updated within the first week of each month.

SECTION 14: PAY DIFFERENTIALS

1. PAY DIFFERENTIAL 74
LOTTERY SALES INCENTIVE BONUS – UNIT 04 AND EXCLUDED EMPLOYEES is amended. (Effective 11/19/23)
 - The pay differential is retitled:

<u>From</u>	<u>To</u>
LOTTERY SALES INCENTIVE BONUS – UNIT 04 AND EXCLUDED EMPLOYEES	LOTTERY SALES INCENTIVE BONUS – BARGAINING UNIT 04 AND EXCLUDED EMPLOYEES
 - The rate and criteria sections are amended.
 - All Time Bases and Tenure Eligible section is amended to reflect Yes/No.
 - Inclusion in Rate to Calculate the Following Benefit Pay section for Overtime is changed to reflect No/Yes (FLSA).
 - Government Code section 21232 is added.

DOCUMENTATION:

Effective 11/19/23, departments should process earnings ID 9G payments via PIP for eligible CSL employees.

Departments must submit a STD 674 and/or STD 674D via ConnectHR; select the appropriate program and document type for payroll adjustments or payments that cannot be keyed via PIP.

2. PAY DIFFERENTIAL 141
RECRUITMENT AND RETENTION DIFFERENTIAL PAY – UNIT 04 AND EXCLUDED
EMPLOYEES is amended. (Effective 10/01/23)

- The pay differential is retitled:

From	To
RECRUITMENT AND RETENTION DIFFERENTIAL PAY – UNIT 04 AND EXCLUDED EMPLOYEES	RECRUITMENT AND RETENTION DIFFERENTIAL PAY – BARGAINING UNIT 04 AND EXCLUDED EMPLOYEES

- The Location/Co section is amended to include Fresno and Sacramento.

- The following classes are abolished:

Class Code	Class Title
1731	Appeals Supervisor I, Unemployment Insurance Appeals Board
1732	Appeals Supervisor II, Unemployment Insurance Appeals Board
1345	Legal Office Administrator II

- Department section is changed from Department of Justice to All Departments for the Legal Office Administrator I, class code 1344.
- All Time Bases and Tenure Eligible is amended to reflect Yes/No.
- Government Code section 21232 is added.

DOCUMENTATION:

Effective 10/1/2023, departments should key a 350 transaction to remove locked-in or lock-in earnings ID based on employee's eligibility and correct any resulting out-of-sequence transactions.

Departments must submit a STD 674 and/or STD 674D via ConnectHR; select the appropriate program and document type for payroll adjustments or payments that cannot be keyed via PIP.

3. PAY DIFFERENTIAL 286
VOLUNTARY PERSONAL LEAVE PROGRAM DIFFERENTIAL – BARGAINING UNITS
R01, R02, R03, R04, R05, R09, R10, R11, R14, R15, R16, R17, R18, R19, R20, R21
AND EXCLUDED is amended. (Effective 10/01/23)

- The following amendments are effective 10/01/23:
- R17 and E17 rates are amended from 4.75% to 4.62% and 2 days at 9.23% is added.
- R19 and E19 rates are amended from 4.75% to 4.62% and from 9.50% to 9.23%.
- R01, R04, R11, R14, R15, R20, E01, E04, E11, E14, E15, E20 rates are amended from 4.75% to 4.62% and 2 days at 9.23% is added.

- R21 and E21 rates are amended from 4.75% to 4.62% and 9.50% to 9.23%.
- R03 is amended to add 2 days at 9.23%.
- R16 and E16 rates are amended from 4.75% to 4.62%.
- The criteria section is amended.

DOCUMENTATION:

Effective 10/1/2023, departments should key a 350C or 350 transaction re-enter locked-in or add applicable earnings ID per employee's request and correct any resulting out-of-sequence transactions.

Departments must submit a STD 674 and/or STD 674D via ConnectHR; select the appropriate program and document type for payroll adjustments or payments that cannot be keyed via PIP.

4. PAY DIFFERENTIAL 352
RECRUITMENT AND RETENTION DIFFERENTIAL PAY – DEPARTMENT OF
FINANCE – BARGAINING UNIT 01 AND EXCLUDED EMPLOYEES is amended.
(Effective 10/01/23)

- Staff Services Analyst, class code 5157 is added.
- Assistant Finance Budget Analyst, class code 5268 is deleted.
- Class code 5267 is retitled as follows:

<u>From</u>	<u>To</u>
Associate Finance Budget Analyst	Finance Budget Analyst

- CEA working titles are removed.
- The criteria section is amended.

DOCUMENTATION:

Effective 10/1/2023, departments should key a 350 transaction remove locked-in or add applicable earnings ID for ineligible or newly eligible employees and correct any resulting out-of-sequence transactions.

Departments must submit a STD 674 and/or STD 674D via ConnectHR; select the appropriate program and document type for payroll adjustments or payments that cannot be keyed via PIP.

5. PAY DIFFERENTIAL 440
IMPROVING AFFORDABILITY AND ACCESS TO HEALTH CARE – BARGAINING
UNIT R08 AND EXCLUDED EMPLOYEES is amended. (Effective 12/01/23)

- Pay Differential is retitled to reflect:

From	To
IMPROVING AFFORDABILITY AND ACCESS TO HEALTH CARE – BARGAINING UNIT R08 AND EXCLUDED EMPLOYEES	IMPROVING AFFORDABILITY AND ACCESS TO HEALTH CARE – BARGAINING UNIT R08, SEIU RELATED EXCLUDEDS AND EXCLUDED EMPLOYEES
- SEIU Related Excludes are added.
- CBID Designations C03, C11, C14, C15, C17, C20, C21, E03, E11, E14, E15, E17, E21 and U17 are deleted.
- The criteria is amended.

DOCUMENTATION:

Effective 12/1/23, the State Controller's Office (SCO) will issue earning ID GHCP as supplemental payments for R08 and newly eligible excluded employees through an automated payment process if the employee is currently an active full-time and part-time employee. Earning ID GHCP payments will issue in the first payroll cycle following the eligible month. Example, December 2023 pay period payments will issue in the payroll cycle dated January 3, 2023.

Departments should key payment via PIP for any other eligible BU 08 and excluded employee that does not meet the automated payment criteria. Departments must submit a STD 674 and/or STD 674D via ConnectHR; select the appropriate program and document type for payroll adjustments or payments that cannot be keyed via PIP.

6. PAY DIFFERENTIAL 489
STAGED PAY DIFFERENTIAL – BARGAINING UNIT 15 AND EXCLUDEDS is established. (Effective 10/01/23)

DOCUMENTATION:

Effective 10/1/23 departments should process earnings ID 9K10 payments via PIP for eligible employees.

Departments must submit a STD 674 and/or STD 674D via ConnectHR; select the appropriate program and document type for payroll adjustments or payments that cannot be keyed via PIP.

PPM updates forthcoming.