

PAY LETTER: 04-29
ISSUE DATE: December 30, 2004

**DEPARTMENT OF PERSONNEL ADMINISTRATION
SECTION I**

**SUMMARY OF REVISIONS TO THE FIFTY-SECOND EDITION (MARCH 2004) OF THE
CALIFORNIA STATE CIVIL SERVICE PAY SCALES
LOCATED ON DPA'S PUBLIC WEB SITE
http://www.dpa.ca.gov/jobinfo/pay_scales/toc.shtm**

For questions regarding Section I, call (916) 324-9381, (ATSS) 454-9381.
Technical questions will be referred to the appropriate DPA analyst.

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

GENERAL SALARY INCREASES

R06: (Effective 01/01/05)

In compliance with an AGREEMENT BETWEEN the STATE OF CALIFORNIA and the above Bargaining Unit, the Department of Personnel Administration has approved a 5 percent GENERAL SALARY INCREASE. All classes designated R06, C06, and E06 shall be increased by 5 percent. All employees designated R06 and E06 shall be entitled to the 5 percent increase.

S06 and M06: (Effective 01/01/05)

The Department of Personnel Administration has approved a 5 percent GENERAL SALARY INCREASE. All classes designated S06 and M06 shall be increased by 5 percent. All employees designated S06, C06, and M06 shall be entitled to the 5 percent increase.

E97, E98, and E99: (Effective 01/01/05)

The Department of Personnel Administration has approved a 5 percent GENERAL SALARY INCREASE for the following E97, E98, and E99 classes. All employees in the following classes shall be entitled to the 5 percent increase.

<u>Schem Code</u>	<u>Class Code</u>	<u>Class Title</u>
XE20	9766	Special Agent Department of Corrections
XE15	9767	Senior Special Agent Department of Corrections
XE21	9764	Special Agent-in-Charge, Department of Corrections

DOCUMENTATION: The State Controller's Office will process an employment history mass update to increase the salary rate of the employees in the above classes. A GEN transaction effective 01/01/05 will result from the update process and turnaround PARs will be issued. For employees with the Educational Incentive Pay included in their employment history record, the pay differential rate will be increased on the GEN transaction (see below Section 14: Pay Differentials for additional information).

Employees who separated from state service prior to January 1, 2005 and have lump sum payments that extend beyond January 1, 2005 shall have their lump sum payments adjusted to reflect the above increases. The State Controller's Office will identify the separated employees and take the appropriate employment history and payroll actions.

Departments are responsible for ensuring the above salary changes are reflected on employment history transactions key entered on/after January 11, 2005. Also, departments must enter the GSI Code O (an alpha O in the GSI field on the PAR1 update screen) when:

- Correcting a 01/01/05 effective date transaction that was posted prior to the 01/01/05 GEN transaction; or
- Posting the 01/01/05 effective date MSA transaction (must be posted before the 01/01/05 GEN transaction).

Failure to enter the GSI Code O could result in an incorrect base salary rate and/or anniversary date.

MISCELLANEOUS CHANGES:

SECTION 1: KEY TO NUMERICAL FOOTNOTES USED IN PAY SCALES

Footnote 55 is updated to reflect that a class with a Footnote 55 is not eligible to receive a Merit Salary Adjustment (MSA). (Effective 01/13/04)

DOCUMENTATION: Department should process 330 transactions to change the anniversary date to NONE and/or correct the employment history to show NONE in Item 330.

SECTION 5: HIRING-ABOVE-MINIMUM AUTHORIZATION

Unit 6 and Excluded are updated: (Effective 01/01/05)

SECTION 14: PAY DIFFERENTIALS

1. PAY DIFFERENTIAL 43
EDUCATIONAL DIFFERENTIAL PAY - UNIT 17 AND EXCLUDED EMPLOYEES is amended:
(Effective 07/01/03)

Criteria is updated to reflect 03/04 MOU language.

2. PAY DIFFERENTIAL 44
EDUCATIONAL INCENTIVE PAY - UNIT 06 AND EXCLUDED EMPLOYEES is amended:
(Effective 01/01/05)

The rate for R06 is increased to \$113 per MOU language.

DOCUMENTATION: The State Controller's Office will process an employment history mass update to increase the rate. The change will be reflected on the GEN transaction used to implement the R06 salary increase per above Section I.

3. PAY DIFFERENTIAL 232
PILOT PROGRAM RECRUITMENT AND RETENTION DIFFERENTIAL - UNIT 18 is amended:
(Effective 12/02/04)

- Department of Corrections at Salinas Valley State Prison and Correctional Training Facility is deleted which had been inadvertently added. Correction to PL 03-03.
- Location F is retitled to Location E.
- Location B is updated adding Centinela as an exception which had been inadvertently omitted. Correction to PL 01-22.

4. PAY DIFFERENTIAL 279
PERSONAL LEAVE PROGRAM DIFFERENTIAL – UNIT 05 is amended: (Effective 01/01/05)

- R05 is deleted.
- S05 is added.
- Pay Differential title changed to: PERSONAL LEAVE PROGRAM DIFFERENTIAL - S05

DOCUMENTATION: The State Controller's Office will process an employment history mass update to delete the PLP pay differential Earnings ID 8PLP for R05 designated employees and add the PLP pay differential Earnings ID 8PLP for S05 designated employees. A 350 transaction effective 01/01/05 will result from the update process and turnaround PARs will be issued. Department will need to process the 350 transaction for S05 employees who currently have three Earnings ID established on their employment history record. A listing of the employees will be provided to the department.

5. PAY DIFFERENTIAL 286
VOLUNTARY PERSONAL LEAVE PROGRAM DIFFERENTIAL – UNITS R01, R04, R09, R10, R11, R14, R15, R16, R17, R19, R20, R21, AND EXCLUDED is amended: (Effective 01/01/05)

- R05 is added.
- S05 is deleted.
- Pay differential title changed to: VOLUNTARY PERSONAL LEAVE PROGRAM DIFFERENTIAL – UNITS R01, R04, R05, R09, R10, R11, R14, R15, R16, R17, R19, R20, R21, AND EXCLUDED

DOCUMENTATION: For R05 designated employees, department should process 350 transactions using Earnings ID 8VL1 or, if Earnings ID 8VL1 is to be effective 01/01/05, department should process a correction to the 01/01/05 effective date 350 transaction that was processed for above Pay Differential 279. For S05 designated employees with the voluntary personal leave program differential, the State Controller 's Office will delete the voluntary PLP pay differential Earnings ID 8VL1 or 8VL2 and add the mandatory PLP pay differential Earnings ID 8PLP per the above Pay Differential 279 employment history mass update process.
NOTE: If correcting a 01/01/05 effective dated transaction that has the voluntary PLP pay differential Earnings ID 8VL1 or 8VL2, an employment history audit message may be received indicating that the premium pay table record is not found. To achieve a successful update, the following actions must be taken in the order indicated.

1. Void all 01/01/05 effective date transaction.
 2. Process the 01/01/05 effective date 350 transaction to delete the voluntary PLP pay differential Earnings ID 8VL1 or 8VL2 and add the mandatory PLP pay differential Earnings ID 8PLP.
 3. Process the remaining 01/01/05 effective date transaction(s).
6. PAY DIFFERENTIAL 290
STANDBY DUTY SUPERVISOR PAY - EXCLUDED EMPLOYEES is established:
(Effective 12/02/04)

DOCUMENTATION: Department should process Form 671 using Earnings ID: GU

SECTION 15: ALPHABETICAL LISTING

7K ranges for the following classes have been increased by 5 percent. (Effective 01/01/05)

<u>Schem Code</u>	<u>Class Code</u>	<u>Class Title</u>	<u>Compensation OSR</u>	<u>Compensation NSR</u>
XC50	9694	Board Coordinating Parole Agent, Youthful Offender Parole Board	A \$6141 - 7464	A \$6448 - 7837
			J \$6448 - 7837	J \$6770 - 8229
			J \$36.29 - 44.11	J \$38.10 - 46.32
XR30	9911	Casework Specialist, Youth Authority	A \$4332	A \$4549
			B \$5089 - 6181	B \$5343 - 6490
			J \$25.60	J \$26.88
			J \$4549	J \$4776
			K \$5343 - 6490	K \$5610 - 6815
			K \$30.07 - 36.53	K \$31.58 - 38.36

<u>Schem Code</u>	<u>Class Code</u>	<u>Class Title</u>	<u>Compensation OSR</u>	<u>Compensation NSR</u>
XD50	9717	Community Services Consultant	A \$6141 - 7464	A \$6448 - 7837
			J \$6448 - 7837	J \$6770 - 8229
			J \$36.29 - 44.11	J \$38.10 - 46.32
XS40	9904	Correctional Counselor I	A \$4202 - 4864	A \$4412 - 5107
			B \$5107 - 5913	B \$5362 - 6209
			J \$4412 - 5107	J \$4633 - 5362
			J \$24.83 - 28.74	J \$26.08 - 30.18
			K \$5362 - 6209	K \$5630 - 6519
			K \$30.18 - 34.95	K \$31.69 - 36.69
			L \$25.60	L \$26.88
			L \$4549	L \$4776
			M \$5343 - 6490	M \$5610 - 6815
			M \$30.07 - 36.53	M \$31.58 - 38.36
			W \$4332	W \$4549
			X \$5089 - 6181	X \$5343 - 6490
			XS35	9901
J \$5862 - 7120	J \$6155 - 7476			
J \$32.99 - 40.07	J \$34.64 - 42.08			
L \$5583 - 6781	L \$5862 - 7120			
R \$5862 - 7120	R \$6155 - 7476			
R \$32.99 - 40.07	R \$34.64 - 42.08			
WY50	9662	Correctional Officer	A \$2548	A \$2675
			B \$3000 - 3469	B \$3150 - 3642
			C \$4020 - 4885	C \$4221 - 5129
			J \$3150 - 3642	J \$3308 - 3824
			J \$17.73 - 20.50	J \$18.62 - 21.52
			K \$4221 - 5129	K \$4432 - 5385
			K \$23.76 - 28.87	K \$24.95 - 30.31
			I \$14.70	I \$15.44
VZ38	9001	Fire Captain, Correctional Institution	A \$3512 - 3690	A \$3688 - 3875
			B \$4020 - 4885	B \$4221 - 5129
			J \$3688 - 3875	J \$3872 - 4069
			J \$20.76 - 21.81	J \$21.79 - 22.90
			K \$4221 - 5129	K \$4432 - 5385
			K \$23.76 - 28.87	K \$24.95 - 30.31
			L \$3688 - 3875	L \$3872 - 4069
			M \$4221 - 5129	M \$4432 - 5385
			N \$3688 - 3875	N \$3872 - 4069
P \$4221 - 5129	P \$4432 - 5385			

<u>Schem Code</u>	<u>Class Code</u>	<u>Class Title</u>	<u>Compensation OSR</u>	<u>Compensation NSR</u>
WZ35	9016	Fire Service Training Specialist, Correctional Facility	A \$4427 - 5377	A \$4648 - 5646
			J \$4648 - 5646	J \$4880 - 5928
			J \$26.16 - 31.78	J \$27.47 - 33.37
WZ26	8221	Medical Technical Assistant (Psychiatric)	A \$3512	A \$3688
			B \$4020 - 4885	B \$4221 - 5129
			J \$20.76	J \$21.79
			J \$3688	J \$3872
			K \$4221 - 5129	K \$4432 - 5385
			K \$23.76 - 28.87	K \$24.95 - 30.31
WZ25	8217	Medical Technical Assistant -Correctional Facility -	A \$3512	A \$3688
			B \$4020 - 4885	B \$4221 - 5129
			J \$20.76	J \$21.79
			J \$3688	J \$3872
			K \$4221 - 5129	K \$4432 - 5385
			K \$23.76 - 28.87	K \$24.95 - 30.31
XE70	9765	Parole Agent I Adult Parole	A \$4202 - 4864	A \$4412 - 5107
			B \$5107 - 5913	B \$5362 - 6209
			J \$4412 - 5107	J \$4633 - 5362
			J \$24.83 - 28.74	J \$26.08 - 30.18
			K \$5362 - 6209	K \$5630 - 6519
			K \$30.18 - 34.95	K \$31.69 - 36.69
			L \$25.60	L \$26.88
			L \$4549	L \$4776
			M \$5343 - 6490	M \$5610 - 6815
			M \$30.07 - 36.53	M \$31.58 - 38.36
			W \$4332	W \$4549
			X \$5089 - 6181	X \$5343 - 6490
XC80	9701	Parole Agent I, Youth Authority	A \$4202 - 4864	A \$4412 - 5107
			B \$5107 - 5913	B \$5362 - 6209
			J \$4412 - 5107	J \$4633 - 5362
			J \$24.83 - 28.74	J \$26.08 - 30.18
			K \$5362 - 6209	K \$5630 - 6519
			K \$30.18 - 34.95	K \$31.69 - 36.69
			L \$25.60	L \$26.88
			L \$4549	L \$4776
			M \$5343 - 6490	M \$5610 - 6815
			M \$30.07 - 36.53	M \$31.58 - 38.36
			W \$4332	W \$4549
			X \$5089 - 6181	X \$5343 - 6490

<u>Schem Code</u>	<u>Class Code</u>	<u>Class Title</u>	<u>Compensation OSR</u>	<u>Compensation NSR</u>
XE65	9762	Parole Agent II, Adult Parole (Specialist)	A \$5583 - 6781	A \$5862 - 7120
			J \$5862 - 7120	J \$6155 - 7476
			J \$32.99 - 40.07	J \$34.64 - 42.08
XC70	9696	Parole Agent II, Youth Authority (Specialist)	A \$5583 - 6781	A \$5862 - 7120
			J \$5862 - 7120	J \$6155 - 7476
			J \$32.99 - 40.07	J \$34.64 - 42.08
XS10	9581	Youth Correctional Counselor	A \$2548	A \$2675
			B \$3293 - 3813	B \$3458 - 4004
			C \$4410 - 5362	C \$4631 - 5630
			J \$3458 - 4004	J \$3631 - 4204
			J \$19.46 - 22.54	J \$20.44 - 23.66
			K \$4631 - 5630	K \$4863 - 5912
			K \$26.07 - 31.69	K \$27.37 - 33.28
WU90	9579	Youth Correctional Officer	A \$2548	A \$2675
			B \$3000 - 3469	B \$3150 - 3642
			C \$4020 - 4885	C \$4221 - 5129
			J \$3150 - 3642	J \$3308 - 3824
			J \$17.73 - 20.50	J \$18.62 - 21.52
			K \$4221 - 5129	K \$4432 - 5385
			K \$23.76 - 28.87	K \$24.95 - 30.31