

PAY LETTER: 07-11
ISSUE DATE: March 13, 2007

**DEPARTMENT OF PERSONNEL ADMINISTRATION
SECTION I**

**SUMMARY OF REVISIONS TO THE FIFTY THIRD EDITION (JULY 2006) 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 Listing (Section 15) will be updated within the first week of each month.

SPECIAL SALARY INCREASE

S06: (Effective 01/01/07)

The Department of Personnel Administration has approved a 3.125 percent Special Salary Increase. All classes designated S06 shall be increased by 3.125 percent. All employees in the designated S06 classes shall be entitled to the 3.125 percent increase. Employees who separated from State service prior to 01/01/07 and have lump sum payments that extend beyond 01/01/07 shall have their lump sum payments adjusted to reflect the 3.125 percent increase.

M06: (Effective 01/01/07)

The Department of Personnel Administration has approved a 3.125 percent Special Salary Increase. All classes designated M06 shall be increased by 3.125 percent. All employees in the designated M06 classes shall be entitled to the 3.125 percent increase. Employees who separated from State service prior to 01/01/07 and have lump sum payments that extend beyond 01/01/07 shall have their lump sum payments adjusted to reflect the 3.125 percent increase.

E97, E98, E99 Classes: (Effective 01/01/07)

The Department of Personnel Administration has approved a 1.7 percent Special Salary Increase for the following classes. All employees in these classes shall be entitled to the 1.7 percent increase. Employees who separated from State service prior to 01/01/07 and have lump sum payments that extend beyond 01/01/07 shall have their lump sum payments adjusted to reflect the 1.7 percent increase.

In addition to the 1.7% Special Salary Increase above, the Department of Personnel Administration has approved an additional 3.125 percent Special Salary Increase for the following classes. All employees in these classes shall be entitled to the 3.125 percent increase. Employees who separated from State service prior to 01/01/07 and have lump sum payments that extend beyond 01/01/07 shall have their lump sum payments adjusted to reflect the 3.125 percent increase.

<u>Class Code</u>	<u>Class Title</u>	<u>OSR</u>	<u>Plus 1.7%</u>	<u>Plus 3.125% = NSR</u>
9764	Special Agent-In-Charge, Department of Corrections	\$8481 - 9349	\$8625 - 9508	\$8895 - 9805
9766	Special Agent, Department of Correction	Rg A \$5967 - 7341 Rg B \$6671 - 8057	Rg A \$6068 - 7466 Rg B \$6784 - 8194	Rg A \$6258 - 7699 Rg B \$6996 - 8450
9767	Senior Special Agent Department of Corrections	\$7150 - 8643	\$7272 - 8790	\$7499 - 9065

SECTION 05: HIRING ABOVE MINIMUM

S06 classes are increased to reflect the above 3.125% increase: (Effective 01/01/07)

DOCUMENTATION:

The SCO will process an employment history mass update to increase the salary rate of the employees affected by the above special salary increase. A SAL transaction effective 01/01/07 will result from the mass update. Both the 1.7 percent and 3.125 percent salary increases for E97, E98 and E99 employees will be reflected in one SAL transaction. Employees who separated from State service prior to the effective date of the special salary increase and had lump sum pay extending beyond 01/01/07 will have his/her lump sum payments adjusted to reflect the salary increase. The SCO will manually process the SAL transactions for separated employees as applicable. For employees separated with Item 962, Separation Pay at Alternate Rate, completed the departments will be notified to correct the separation as needed.

Once the SAL transaction is posted to an employee's EH record, any new out-of-sequence transactions must have the salary rate entered if allowed on the transaction. If not entered, the salary rate information per the SAL transaction will be reflected on the new transaction and

could create an overpayment situation. Also, if correcting a 01/01/07 effective date transaction that was processed prior to the SAL transaction enter the GSI Code O (alpha O) to denote old salary rate on the corrected transaction. Likewise, per DPA, the MSA transaction shall be applied before the salary change. Thus, the 01/01/07 effective date MSA transaction must be posted before the 01/01/07 effective date SAL transaction. Key enter the GSI Code O on the MSA transaction to denote old salary rate. See PAM Section 9 for further processing information.