

PAY LETTER 14-01

ISSUE DATE: January 2, 2014

DEPARTMENT OF HUMAN RESOURCES

SECTION II

This pay letter includes changes in the Classification and Compensation Plan that were made at the State Personnel Board meeting of December 5, 2013.

PART A - GENERAL CLASSIFICATION AND COMPENSATION ACTIONS

The type of action approved by the State Personnel Board is shown in the first line labeled "ACTION", as follows:

- NEW - New class establishment
- NEW/PSS - New project/study/site establishment - new class and schem code not required
- RET - Specification revision which includes retitling
- SPEC - Specification revision
- ABOL - Classification abolished
- RES - Rescission of abolishment
- CORR - Correction to prior pay letter (prior pay letter number shown in parenthesis)
- CHG - Any other change to the classification
- CHG/SPEC - Simultaneous specification changes and other changes
CHG/RET to the classification or compensation

PART B - RESOLUTIONS, SALARY MOVEMENT INSTRUCTIONS, AND ALTERNATE RANGE CRITERIA

Copies of the resolutions and alternate range criteria adopted by the State Personnel Board and salary movement instructions when status resolutions are adopted.

PART C - CEA CHANGES

PART D - SPECIAL SITUATIONS AND EXPLANATIONS

As necessary, unusual changes to the Classification and Compensation Plan such as simultaneous changes for large numbers of classes or corrections requiring explanatory remarks.

For questions regarding Section II, contact 324-9381. Technical questions will be referred to the appropriate analyst.

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COMMONLY USED FOOTNOTES

- 01 - Twelve-month probationary period.
- 02 - Identifies classes with a 24-month probationary period.
- 03 - Three-step salary range.
- 19 - Rule of three ranks certification.
- 21 - Class designation as an exception to State Personnel Board Rule 431.
- 24 - Abolish class when vacant - no appointments after effective date of Board action.
- 34 - Class not eligible for Night-Shift Differential.
- 37 - Permanent intermittent classes with limited employment rights. (Employees in these classes are limited to health benefits, retirement benefits, and the right to compete in promotional exams.)
- 44 - Identifies classes which require an indefinite probationary period lasting the entire duration of the appointment to the class.
- 45 - See Section 8: Variable Compensation Plans.
- 47 - Identifies classes with a 36-month probationary period.
- 48 - Identifies classes which have a Merit Salary Adjustment (MSA) date of NONE.
- 49 - Identifies classes which are established as demonstration projects under the authority of Government Code Section 19600. The following DPA Rules are therefore waived: 599.674; 599.676; 599.676.1; 599.682; and 599.683.
- 50 - Broadband class for use by the Legislative Data Center only.
- 55 - Pursuant to Government Code Sections 20098 and 22212.5, CalPERS/CalSTRS shall set the compensation for this classification; and in addition identifies classes which have a merit salary adjustment (MSA) date of None.
- AR - Alternate Range

Footnotes shown in Section II that are not described above are explained in the Pay Scales.

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PART A. GENERAL CLASSIFICATION AND COMPENSATION ACTIONS (effective December 5, 2013, unless otherwise specified)

ACTION: SPEC
SCHEM CODE: BZ83
CLASS CODE: 1067
CLASS TITLE: FIRE PREVENTION SPECIALIST I

ACTION: SPEC
SCHEM CODE: BZ84
CLASS CODE: 1069
CLASS TITLE: FIRE PREVENTION SPECIALIST II

PART B. RESOLUTION, SALARY MOVEMENT INSTRUCTIONS, AND ALTERNATE RANGE CRITERIA

Effective December 5, 2013, the following resolution was adopted by the State Personnel Board to blanket in California City Correctional Center employees into State civil service at the California Correctional Health Care Services.

WHEREAS California Code of Regulation Section 275 states, "When it is necessary for the State of California to assume work previously performed by a county, city, federal department or agency, or public district, the board by resolution shall permit the employees who previously performed the work to qualify in State service in their positions upon allocation of their positions to an appropriate class in the State classification plan and in accordance with standards and procedures established by the executive officer;" and

WHEREAS effective December 1, 2013, the California Correctional Health Care Services will assume the functions of the California City Correctional Center: Therefore be it

RESOLVED, That effective December 1, 2013, the civil service employee now employed by the California City Correctional Center in the classifications identified in Column I below be transferred to equivalent State classifications as determined by the California Correctional Health Care Services as shown in Column II below without examination; and be it further

RESOLVED, That all persons holding California City Correctional Center positions for one year or more immediately preceding the effective date of such action shall continue to hold their positions as permanent civil service employees in the equivalent State classifications; and be it further

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RESOLVED, That all persons holding California City Correctional Center positions for less than one year immediately preceding the effective date of such action shall continue to hold their positions subject to the probationary period established for the State classification to which assigned.

Column I

Medical Records Supervisor

Column II

Health Record Technician II
(Supervisor)

DOCUMENTATION: Department should process A22 transactions to effect the appointment to the civil service classification.

PART C. CEA CHANGES

CALIFORNIA DEPARTMENT OF INSURANCE

Effective November 21, 2013, the position performing the duties of Division Chief, Fraud Division, in the California Department of Insurance was allocated to the CEA category.

CALIFORNIA DEPARTMENT OF MOTOR VEHICLES

Effective August 8, 2013, the position performing the duties of Industry Administrator in the California Department of Motor Vehicles was allocated to the CEA category.

CALIFORNIA DEPARTMENT OF REHABILITATION

Effective November 21, 2013, the position performing the duties of Chief Information Officer in the California Department of Rehabilitation was allocated to the CEA category.

CALIFORNIA STATE TRANSPORTATION AGENCY

Effective August 8, 2013, the position performing the duties of Deputy Secretary, Information Technology, in the California Transportation Agency was allocated to the CEA Category.

CALIFORNIA STATE WATER RESOURCE CONTROL BOARD

Effective December 5, 2013, the position performing the duties of Assistant Executive Officer, North Coast Regional Water Quality Control Board, in the California State Water Resource Control Board was allocated to the CEA Category.

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PART D. SPECIAL SITUATIONS AND EXPLANATIONS

None.