

The Permanent Salary Conversion Table in Universal Salary Schedule Section 7 contains every dollar rate between \$1,001 and \$12,000.

Information regarding applicable laws can be found in the California Law Government Codes which can be accessed on the Internet at <http://www.leginfo.ca.gov>.

Information regarding applicable rules can be found in the California Code of Regulations, Title 2 Administration, which can be accessed at the Office of Administrative Law website, <http://www.oal.ca.gov>.

The California Department of Human Resources establishes salaries and benefits for excluded employees and negotiates salaries and benefits for represented employees with various exclusive representatives. In determining the appropriate salary range for a class, a number of factors are taken into consideration:

1. Salaries and benefits paid for comparable service in state government and other public and private employment.
2. Internal consistency of rates; equal pay for equal work; and pay differentials based on differences in the kind, difficulty, or responsibility of the work.
3. Individual employee performance.
4. Ability of the state to recruit and retain qualified employees.
5. Duties and responsibilities of the classifications.
6. Amount of money budgeted for state employee compensation.

The salary range established for each class consists of a minimum rate and a maximum rate. The minimum of the range serves as the normal entrance rate for new appointees to any position in a class and represents the lowest rate to be paid any employee who is considered qualified for appointment to or retention in a position. The maximum of the range represents the highest rate paid for the employees in the class. The maximum takes into consideration inherent limitations as to level of difficulty of the duties and responsibilities of the class and the relation of the class to other classes.

Salary Definitions - 599.666. The Pay Plan.

The pay plan for the state civil service consists of the salary ranges and steps established by the California Department of Human Resources and the rules contained in this article.

As used in this article, terms are defined as follows:

- (a) "salary range" is the minimum and maximum rate currently authorized for the class;
- (b) "step" is the difference between two salary rates one full salary range number apart;
- (c) "rate" is any one of the salary rates in the resolution by the California Department of Human Resources which establishes the salary ranges and steps of the Pay Plan;

- (d) "range differential" is the difference established by resolution of California Department of Human Resources between two consecutive salary ranges of the Pay Plan;
- (e) "substantially the same salary range" is a salary range with the maximum salary rate the same as or less than two steps higher or lower than the maximum salary rate of another salary range;
- (f) "higher salary range" is a salary range with the maximum salary rate at least two steps higher than the maximum salary rate of another salary range;
- (g) "lower salary range" is a salary range with the maximum salary rate at least two steps lower than the maximum salary rate of another salary range. Any rate falling within the salary range for a class may be used to accomplish appropriate step differentials in movements between classes and salary ranges.

Salary Definitions - 599.666.1. The Pay Plan – Non-represented Employees.

The pay plan for state civil service employees designated supervisory under Government Code section 3522.1 or excluded from the definition of state employee under Government Code section 3513 (c) or managerial under Section 3513 (e) of the Ralph C. Dills Act consists of the salary ranges and rates established by the California Department of Human Resources and the rules contained in this article. As used in this article, terms are defined as follows:

- (a) "salary range" is the minimum and maximum rate currently authorized for the class;
- (b) "step" for employees compensated on a monthly basis is a 5% differential above or below a salary rate rounded to the nearest dollar and for employees compensated on a daily or hourly basis is a 5% differential above or below a rate rounded to the nearest dollar and cents amount.
- (c) "rate" for employees compensated on a monthly basis is any one of the full dollar amounts found within the salary range and for employees compensated on a daily or hourly basis any one of the dollar and cents amounts found within the salary range.
- (d) "range differential" is the difference between the maximum rate of two salary ranges of the Pay Plan.
- (e) "substantially the same salary range" is a salary range with the maximum salary rate less than 2 steps higher or lower than the maximum salary rate of another salary range.
- (f) "higher salary range" is a salary range with the maximum salary range at least 2 steps higher than the maximum salary rate of another salary range.
- (g) "lower salary range" is a salary range with the maximum salary rate at least 2 steps lower than the maximum salary rate of another salary range.

Under paragraph (b) one step higher is calculated by multiplying the rate by 1.05. One step lower is calculated by dividing the rate by 1.05 (e.g., \$2,300 x 1.05 = \$2,415, one step higher; \$2,415 / 1.05 = \$2,300, one step lower).

Unless otherwise provided by the California Department of Human Resources, the lowest salary range currently authorized for the class is used to make salary comparisons between classes. Any rate falling within the salary range for a class may be used to accomplish appropriate step differentials in movements between classes and salary ranges.

The alphabetic and schematic listing of the Pay Scales contains the following identifiers:

CLASS CODE

Each classification has been assigned a four-digit code number, which immediately precedes the class title in the alphabetical section. The class code is used for all payroll and transaction purposes.

SCHEMATIC CODE

Each classification has been assigned a schematic code, which consists of two letters and two digits, which immediately precedes the class code in the alphabetical section. The schematic code is used to locate the classification in the schematic section of the pay scales. See Section 15 for Schematic Arrangement of Classes.

COMPENSATION (SALARY RANGE)

The minimum and maximum salary for a class.

TRADE RATE

Trade Rate indicates that an hourly or daily rate is paid in accordance with the rate of pay that prevails for comparable working conditions in the particular trade or craft in the community in which the work is done. See Rule 599.690 of the California Code of Regulations.

COMPRESSED SALARY RANGES

Compressed salary ranges, identified by a Footnote 12 in the Pay Scales, occur when the maximum salary for the class or the maximum rate in a range within the class is compressed. The following salary rates are to be used as the compressed range in determining salary relationships for the following classes:

There are no compressed classifications.