



***Additional Appointments Review
Summary Report
for the
Department of Consumer Affairs
May 2013***

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California Department of Human Resources (CalHR) reviewed the documentation Department of Consumer Affairs (DCA) provided. In conducting the review, CalHR requested and reviewed the following documentation provided by DCA and the State Controller's Office (SCO): 1) employment and pay history; 2) duty statements; 3) organizational charts; and 4) timesheets.

The review found that as of January 11, 2013, DCA had one (1) supervisor who held an additional appointment in a rank-and-file position. CalHR reviewed the proper use of this additional appointment. The employee did not work in the 2012 calendar year therefore no pay was reviewed by CalHR.

CalHR's review of DCA's additional appointments for managers or supervisors is now complete. On May 8, 2013, a copy of CalHR's draft report and a detailed list of the additional appointments was provided to DCA, a copy of which is also attached to this report.

DCA was given 24 hours to identify any of their concerns with the draft report and to provide any supplemental information for CalHR's consideration prior to CalHR finalizing the report.

Summary of General Findings

The following is a summary of CalHR's findings incorporating DCA's response the proper use of the position as of January 2013:

- The one employee in the additional appointment was improper because the employee's secondary position was in the same classification as the employee's primary position, a Chief Athletic Inspector. This additional appointment was terminated on January 31, 2013. The employee did not work in the additional appointment while employed as the Chief Athletic Inspector.
 - It is noted that when the additional appointment was initially made, the employee's other position was an Office Technician (Typing) therefore, at the time, would have been proper. It is also noted that the employee stopped working in their additional appointment in 2009 when he received a position in the Assistant Chief Athletic Inspector classification.
 - DCA's only employee with an additional appointment did not work any hours in their secondary position in 2012.

A detailed list of the additional appointment reviewed can be found in Attachment A.

Corrective Action Plan

On May 16, 2013, DCA was provided a copy of CalHR's final report. A detailed list of the additional appointment reviewed was also provided to DCA and is attached to this report.

Since the additional appointment was terminated on January 31, 2013, no corrective action was necessary. In order to ensure prospective compliance with the CalHR's policies, DCA was reminded to adhere to PMLs 2013-007 and 2013-015 and that DCA is not authorized to make any additional appointments for managers and supervisors.

Conclusion

CalHR would like to express our thanks to all of the Department of Consumer Affairs staff for your cooperation.

Questions and all responses regarding this report should be directed to CalHR Personnel Services Branch, Kim Herlache at kim.herlache@calhr.ca.gov or at 916-324-9411.

Attachment A – Additional Appointments Review Findings

CIVIL SERVICE EMPLOYEES WITH ADDITIONAL POSITIONS IN THE SAME DEPARTMENT, WHERE THE PRIMARY POSITION IS NOT RANK AND FILE
 SORTED BY DEPARTMENT, FACILITY, PRIMARY POSITION
 DATA AS OF 1/11/2013
 AUDIT FINDINGS AS OF 4/15/2013

DEPARTMENT NAME	FACILITY NAME	PSN SEQ	TIME BASE	APPT TENURE	CBID	WWG	PAY FREQ	PRIMARY PSN	POSITION NUMBER	CLASS TITLE	MONTHLY SALARY TOTAL	HOURLY RATE TOTAL	Proper Use of Additional Appointment	Why the Additional Appointment was Proper or Improper?	DID NOT WORK IN 2012	NO PAY DISCREPANCIES	PAY DISCREPANCIES - ESTIMATED GROSS UNDER PAYMENTS	PAY DISCREPANCIES - ESTIMATED GROSS OVER PAYMENTS
CONSUMER AFFAIRS	ATHLETIC COMMISSION	02	FT	P	S07	E	M	Y	617-110-8843-001	CH ATHLETIC INSPCT	\$4,686.97							
CONSUMER AFFAIRS	ATHLETIC COMMISSION	01	INT	P	E	2	M		617-110-8846-910	ATHLETIC INSPECTOR		\$26.07	No	Same class series and Board. EE separated from additional position Jan. 31, 2013.	X			