



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

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## ***Summary Report – Department of Education May 2013***

California Department of Human Resources (CalHR) reviewed the documentation Department of Education (CDE) provided. In conducting the review, CalHR requested and reviewed the following documentation provided by CDE and the State Controller's Office (SCO): 1) employment and pay history; 2) duty statements; 3) organizational charts; and 4) timesheets. CalHR held discussions with CDE to clarify specific individual employee appointments. At times, these discussions resulted in additional documentation clarifying the appointments.

The review found that as of January 11, 2013, CDE had two (2) managers or supervisors who held an additional appointment in a rank-and-file position. CalHR reviewed the proper use of these additional appointments and the accuracy of the salary paid.

In addition, CalHR also reviewed employees who are exempt from the Fair Labor Standards Act's (FLSA) overtime requirements in their primary position to determine whether their status as exempt employees was altered by the additional appointment.

CalHR's review of CDE's additional positions is now complete. On May 8, 2013, CDE was provided a copy of CalHR's initial findings and recommendations. A copy of CalHR's draft report and a detailed list of the additional appointments was provided to CDE, a copy of which is also attached to this report.

CDE 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 CDE's responses to the proper use of the positions and pay inconsistencies as of January 2013:

- Both of the additional appointments identified in this report were proper because the employees' additional appointment is exempt from civil service. In addition, both positions together are no more than full-time.
- Both employees in an additional position were accurately paid.

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

### ***Corrective Action Plan***

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

Since the additional appointments are proper, no corrective action was necessary. In order to ensure prospective compliance with the CalHR's policies, CDE was reminded to adhere to PMLs 2013-007 and 2013-015 and 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 Education's 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](mailto: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, PRIMARY POSITION  
 DATA AS OF 1/11/2013  
 AUDIT FINDINGS AS OF 4/15/2013

DEPARTMENT NAME	PSN SEQ	TIME BASE	APPT TENURE	CBID	WWG	PAY FREQ	PRIMARY PSN	POSITION NUMBER	CLASS TITLE	MONTHLY SALARY 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
EDUCATION	02	001002	P	S03	SE	M	Y	202-410-9202-001	SUP TEACHER	\$3,907.42						
EDUCATION	01	001002	P	R03	SE	M		202-410-9200-002	TEACHER SP	\$3,569.78	Yes	Exempt appointment.		x		
EDUCATION	03	001002	P	S03	SE	M	Y	193-210-9202-002	SUP TEACHER	\$3,907.42						
EDUCATION	01	001002	P	R03	SE	M		193-210-9200-013	TEACHER SP	\$3,569.78	Yes	Exempt appointment.		X		