



George Deukmejian, Governor

TO: ALL PERSONNEL OFFICERS AND
LABOR RELATIONS OFFICERS

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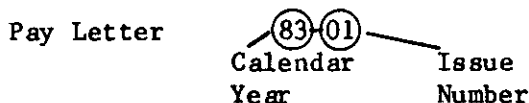
SUBJECT: Pay Letters

The purpose of this memorandum is to describe a change in the pay letter process.

In the past, the State Personnel Board (SPB) has issued pay letters informing departments of changes in the classification and pay plan approved at SPB meetings. In each pay letter, the Department of Personnel Administration (DPA) has added compensation information concerning items such as: collective bargaining identifier (CB/ID) codes, work week group designation, salary movement for incumbents and salary provisions for alternate range criteria. In addition, independent of SPB action, the DPA has made changes to work week groups, CB/ID codes, shift differential, diving pay, etc., based on collective bargaining agreements.

In the future, departments will receive two different pay letters, a pay letter from the SPB concerning changes approved by both the SPB and the DPA, and a pay letter from the DPA pertaining to compensation changes approved by the Director of the DPA.

The numbering system to be used for the DPA pay letter will read as follows:



Attached is a copy of the first pay letter issued by the DPA. If there are any questions regarding the new pay letter procedure outlined in this memorandum, please contact Judy O'Day, Personnel Services Branch, (916) 324-0439, (ATSS) 454-0439.


R. L. RUTHERFORD, CHIEF
Personnel Services Branch

Attachment



Department of Personnel Administration

The following changes in the Compensation Plan were made under the authority of the Director, Department of Personnel Administration.

November 3, 1983

- I. In compliance with an AGREEMENT BETWEEN the STATE OF CALIFORNIA and the CALIFORNIA STATE EMPLOYEES' ASSOCIATION, the Department of Personnel Administration has approved the following changes:

UNIT 4

A. SALARY RANGE CHANGE: (Effective 7/1/83)

Please make the salary range change for the following classes:

<u>Schem Code</u>	<u>Class Code</u>	<u>Class</u>	<u>Compensation</u>	
			<u>From</u>	<u>To</u>
C070	1549	Property Clerk	\$1501-1804	Rg A \$1501-1804
				Rg B 1646-1979
CG90	1307	Library Technical Assistant I	1145-1344	Rg A 1145-1344
				Rg B 1235-1463
CC58	1177	Medical Transcribers	1124-1316	Rg A 1124-1316
				Rg B 1210-1431

B. ADDITION OF FOOTNOTE AR-40 (Effective 7/1/83)

Please add footnote AR-40 to the following classes:

<u>Schem Code</u>	<u>Class Code</u>	<u>Class</u>	<u>Add Footnote</u>
C070	1549	Property Clerk II	AR-40
CG90	1307	Library Technical Assistant I	AR-40
CC58	1177	Medical Transcribers	AR-40

UNIT 4 (Continued)

C. ADDITION TO ALTERNATIVE RANGE CRITERIA: (Effective 7/1/83)

Please add the following classes to Alternative Range Criteria 40.

<u>Schem</u>	<u>Class</u>	
<u>Code</u>	<u>Code</u>	<u>Class</u>
C070	1549	Property Clerk II
CG90	1307	Library Technical Assistant I
CC58	1177	Medical Transcribers

UNIT 10

A. WORK WEEK GROUP CHANGE: (Effective 7/1/83)

Please change the work week groups for the following classes:

<u>Schem</u>	<u>Class</u>		<u>Work Week Group</u>	
<u>Code</u>	<u>Code</u>	<u>Class</u>	<u>From</u>	<u>To</u>
TG45	8075	Textile Chemist II	4C	4A
SX70	0564	Associate Public Health Biologist	4B	4C
SX80	0565	Assistant Public Health Biologist	4B	4C
SW70	7956	Junior Microbiologist I	1	4A
LQ85	5600	Research Program Specialist I (Range and Wildlife Ecology)	4C	4A

UNIT 11

A. WORK WEEK GROUP REALLOCATION: (Effective 7/1/83)

Positions in the following classes have been permanently reallocated to the following Work Week Group designation.

Schem Code	Class Code	Class	Work Week Group	
			From	To
IN60	4012	Architectural Assistant	4A	1
GM90	3203	Bridge Architectural Assistant	4A	1
HA60	3449	Construction Inspector Water Resources	4A	1
HB40	3462	Electrical Construction Inspector	4A	1
HK30	3627	Electrical Engineering Technician II	4A	1
HK20	3626	Electrical Engineering Technician III	4A	1
IM96	3996	Landscape Technician II	4A	1
HB70	3468	Mechanical Construction Inspector	4A	1
GX80	3385	Physical Testing Engineering Technician II	4A	1
GC20	3023	Senior Delineator	4A	1
GB50	3037	Structural Drafting Technician II	4A	1
GP30	3043	Water Resources Technician II	4A, 4D6	1, 4D6
BQ56	0903	Wildlife Habitat Supervisor I	4A	1
IV70	4069	Assistant Estimator of Building Construction	4A	1
GY70	3398	Bridge Painting Inspector II	4A	1
IW20	4076	Electrical Estimator I	4A	1
II10	4035	Electrical Inspector I	4A	1
SS95	7856	Research Technician Various Studies	4A	1
HZ35	3782	Sanitary Engineer Technician	4A	1

UNIT 12

A. SALARY INEQUITY ADJUSTMENT: (Effective 7/1/83)

Schem Code	Class Code	Class	Compensation		Percentage Adjustment
			From	To	
PL60	6455	Hydro Plant Electrician I	\$1935-2124	\$2073-2278	7.5%
PL40	6453	Hydro Plant Electrician II	2226-2444	2386-2621	7.5%
PK86	6459	Program Water and Power Dispatcher	2621-3167	2814-3398	7.5%
PK87	6466	Senior Water and Power Dispatcher	2444-2951	2621-3167	7.5%
PK88	6467	Water and Power Dispatcher	2226-2684	2386-2879	7.5%
HQ55	3661	Control System Technician III	2226-2684	2386-2879	7.5%
HQ60	3662	Control System Technician II	2028-2444	2173-2621	7.5%
HQ80	3663	Electrical/Mechanical Testing Technician III	2226-2684	2386-2879	7.5%
HQ85	3664	Electrical/Mechanical Testing Technician II	2028-2444	2173-2621	7.5%
HQ90	3665	System and Testing Technician I	1762-2124	1889-2278	7.5%
PM10	6462	Senior Hydro Plant Operator	2226-2444	2386-2621	7.5%
PM20	6463	Hydro Plant Operator	Rg A 1935-2124	Rg A 2073-2278	7.5%
			Rg B 2028-2226	Rg B 2173-2386	7.5%
PL50	6454	Hydro Plant Mechanic II	2226-2444	2386-2621	7.5%
PL70	6456	Hydro Plant Mechanic I	1935-2124	2073-2278	7.5%

UNIT 17

A. SHIFT DIFFERENTIAL RATE CHANGE: (Effective 7/1/83)

Unit 17 employees will receive the following shift rate changes:

<u>Shift</u>	<u>Rate Change</u>	
	<u>From</u>	<u>To</u>
First night shift (6 p.m. and 12 midnight)	20¢	25¢
Second night shift (12 midnight and 6 a.m.)	30¢	35¢

UNIT 20

A. SALARY RANGE CHANGE: (Effective 7/1/83)

<u>Schem Code</u>	<u>Class Code</u>	<u>Class</u>	<u>Compensation</u>	
			<u>From</u>	<u>To</u>
SU50	7911	Dental Assistant	\$1110-1298	Rg A \$1110-1298 Rg B 1197-1413
TC90	7989	X-Ray Technician	1379-1646	Rg A 1379-1646 Rg B 1501-1804
SV30	7928	Clinical Laboratory Technologist	1724-1979	Rg A 1724-1979 Rg B 1889-2173
SV20	7925	Senior Clinical Laboratory Technologist	1804-2173	Rg A 1804-2173 Rg B 1979-2386
SU40	7908	Dental Laboratory Technician	1609-1935	Rg A 1609-1935 Rg B 1762-2124
TC80	7987	Senior X-Ray Technician	1437-1724	Rg A 1437-1724 Rg B 1572-1889

B. ADDITION OF FOOTNOTE AR-40: (Effective 7/1/83)

Please add Footnote AR-40 to the following classes utilized by the Department of Corrections.

<u>Schem Code</u>	<u>Class Code</u>	<u>Class</u>	<u>Add Footnote</u>
SU50	7911	Dental Assistant	AR-40
TC90	7989	X-Ray Technician	AR-40
SV30	7928	Clinical Laboratory Technologist	AR-40
SV20	7925	Senior Clinical Laboratory Technologist	AR-40
SU40	7908	Dental Laboratory Technician	AR-40
TC80	7987	Senior X-Ray Technician	AR-40

UNIT 20 (Continued)

C. ADDITION TO ALTERNATE RANGE CRITERIA 40: (Effective 7/1/83)

Please add the following classes to Alternate Range Criteria 40:

<u>Schem</u>	<u>Class</u>	
<u>Code</u>	<u>Code</u>	<u>Class</u>
SU50	7911	Dental Assistant (Department of Corrections only)
TC90	7989	X-Ray Technician (Department of Correction only)
SV30	7928	Clinical Laboratory Technologist (Department of Corrections only)
SV20	7925	Senior Clinical Laboratory Technologist (Department of Corrections only)
SU40	7908	Dental Laboratory Technician (Department of Corrections only)
TC80	7987	Senior X-Ray Technician (Department of Corrections only)

D. ADDITION OF SHIFT DIFFERENTIAL: (Effective 7/1/83)

Please add Footnote 11 to the following class.

<u>Schem</u>	<u>Class</u>		<u>Add</u>
<u>Code</u>	<u>Code</u>	<u>Class</u>	<u>Footnote</u>
TR75	8276	Respiratory Therapist	11

E. SHIFT DIFFERENTIAL RATE CHANGE: (Effective 7/1/83)

Unit 20 employees will receive the following shift rate changes.

<u>Shift</u>	<u>Rate Change</u>	
	<u>From</u>	<u>To</u>
First night shift (6 p.m. and 12 midnight)	20¢	25¢
Second night shift (12 midnight and 6 a.m.)	30¢	35¢

II. In compliance with an AGREEMENT BETWEEN the STATE OF CALIFORNIA and the CALIFORNIA CORRECTIONAL PEACE OFFICERS ASSOCIATION, the Department of Personnel Administration has approved the following changes for Unit 6 employees:

A. SHIFT DIFFERENTIAL RATE CHANGE: (Effective 7/1/83)

<u>Shift</u>	<u>Rate Change</u>	
	<u>From</u>	<u>To</u>
First night shift (6 p.m. and 12 midnight)	25¢	30¢
Second night shift (12 midnight and 6 a.m.)	25¢	35¢

III. In compliance with an AGREEMENT BETWEEN the STATE OF CALIFORNIA and the CALIFORNIA UNION OF SAFETY EMPLOYEES, the Department of Personnel Administration has approved the following changes for Unit 7 employees:

A. NIGHT SHIFT DIFFERENTIAL: (Effective 10/1/83)

<u>Shift</u>	<u>From</u>		<u>To</u>	
	Night Shift (6 p.m. and 6 a.m.)	25¢	30¢	

B. WORK WEEK GROUP REALLOCATION: (Effective 10/1/83)

<u>Schem Code</u>	<u>Class Code</u>	<u>Class</u>	<u>Work Week Group</u>	
			<u>From</u>	<u>To</u>
BR70	0983	State Park Ranger I	4A	1
BR74	0982	State Park Ranger Trainee	4A	1
VK20	8764	Investigator II, FPPC	4B	4A
VK30	8763	Investigator I, FPPC	4B	4A
VY90	8975	Deputy State Fire Marshal I	4B	4A
VY80	8972	Deputy State Fire Marshal II	4B	4A
VZ80	9089	Fire Service Training Specialist II	4B	4A
VZ90	9088	Fire Service Training Specialist I	4B	4A
VY87	8980	Deputy State Fire Marshal-Intern	4B	4A
VX10	9043	Food and Drug Investigator I	4A/4B	4A
VW90	9042	Food and Drug Investigator II	4A/4B	4A
VW80	9039	Food and Drug Investigator III	4A/4B	4A
VJ50	8564	Insurance Policy Officer	4B	4A
VJ67	8575	Insurance Investigator	4B	4A
VJ40	8562	Associate Insurance Policy Officer	4C	4A
VJ69	8576	Associate Insurance Investigator	4C	4A
VZ40	8981	Institution Firefighter - part-time	4C	4A

UNIT 7 (Continued)

C. ADDITION OF FOOTNOTE 4D5: (Effective 10-1-83)

<u>Schem Code</u>	<u>Class Code</u>	<u>Class</u>	<u>Add Footnote</u>
BR76	0981	State Park Technician	4D5
BR74	0982	State Park Ranger Trainee	4D5

D. ADDITION TO SPECIAL WORK WEEK ALLOCATIONS AND OVERTIME AUTHORIZATION: (Effective 10-1-83)

Please add the following information to the SPECIAL WORK WEEK ALLOCATION AND OVERTIME AUTHORIZATION SECTION in the Introductions of the Pay Scales.

PARKS AND RECREATION, DEPARTMENT OF

Effective October 1, 1983, incumbents in the following classifications in the Department of Parks and Recreation are reallocated from Work Week Group I to Work Week Subgroup 4D5 while in attendance at an academy, training center or school for the purpose of training or instruction.

<u>Code</u>	<u>Class</u>
0981	State Park Technician
0982	State Park Ranger Trainee

E. WORK WEEK GROUP REVISION: (Effective 7/1/83)

4D13: (Last revised 7/1/83)

~~Special Agents~~ Special Agents in the Department of Justice performing investigative and enforcement duties, with a minimum work week of 40 hours. Ordered field enforcement work of at least one (1) hour at ~~any one time~~ any one time which is in excess of the 40-hour work week and is performed outside normal duty hours is creditable as overtime will be compensable at the rate of one and one-half times cash or hour-for-hour CTO at the discretion of the employer up to a maximum of 120 hours in any calendar quarter. ~~Ordered overtime in excess of the 120 hours in any calendar quarter is noncompensable.~~

Compensable overtime for Special Agents in Work Week Subgroup 4D13 shall not exceed the rate of cash compensation established for Work Week Group 4 employees except when the hourly equivalent of the employees' monthly salary is greater. Employees whose hourly salary rate is greater will be compensated at that rate.

The Department of Justice maintains the authority to order Special Agents to work in excess of 120 hours of overtime in any calendar quarter if operational needs require.

UNIT 7 (Continued)

F. DELETION OF WORK WEEK SUBGROUP 4D13: (Effective 10/1/83)

Please delete Work Week Subgroup 4D13 from the following classes:

Class

Code Class

8550 Senior Special Investigator

G. DELETION OF WORK WEEK SUBGROUP 4D23: (Effective 10-1-83)

Please delete Work Week Subgroup 4D23 from the following classes:

Class

Code Class

8460 Latent Print Analyst I

8472 Latent Print Analyst II

H. DELETION OF CLASSES FROM WORK WEEK SUBGROUP 4D23: (Effective 10-1-83)

Please delete the following classes from the list of classes shown in Work Week Subgroup 4D23:

Class

Code Class

8640 Latent Print Analyst I

8472 Latent Print Analyst II

I. DELETION OF WORK WEEK GROUP 4A: (Effective 7/1/83)

Please delete Work Week Group 4A from the following classes.

Class

Code Class

8482 Special Agent, DOJ

IV. In compliance with an AGREEMENT BETWEEN the STATE OF CALIFORNIA and the PROFESSIONAL ENGINEERS IN CALIFORNIA GOVERNMENT, the Department of Personnel Administration has approved the following changes for Unit 9 employees:

A. SHIFT DIFFERENTIAL RATE CHANGE: (Effective 9-15-83)

<u>Shift</u>	<u>Rate Change</u>	
	<u>From</u>	<u>To</u>
Evening shift (6 p.m. and 12 midnight)	13¢	20¢
Night shift (12 midnight and 6 a.m.)	18¢	30¢

V. In compliance with the AGREEMENT BETWEEN THE INTERNATIONAL UNION OF OPERATING ENGINEERS, and the STATE OF CALIFORNIA, the Department of Personnel Administration has approved the following changes for Unit 13 employees.

A. SALARY RANGE CHANGE: (Effective 7-1-83)

<u>Schem Code</u>	<u>Class Code</u>	<u>Class</u>	<u>Compensation</u>	
			<u>From</u>	<u>To</u>
QC20	6698	Chief Engineer I	Rg A \$2253 Rg B 2478	Rg A \$2253-2303 Rg B 2478

B. INCUMBENT SALARY MOVEMENT: (Effective 7-1-83)

Incumbents in the class of Chief Engineer I (class code - 6698) who were receiving the maximum salary rate as of June 30, 1983, shall receive the maximum salary step of the new salary range effective July 1, 1983. All other incumbents shall receive the first salary step of the new salary range with a July 1, 1983 anniversary date.

VI. In compliance with an AGREEMENT BETWEEN the STATE OF CALIFORNIA and the COMMUNICATIONS WORKERS OF AMERICA, the Department of Personnel Administration has approved the following changes for Unit 18 employees:

A. WORK WEEK GROUP REALLOCATION: (Effective 7/1/83)

<u>Schem Code</u>	<u>Class Code</u>	<u>Class</u>	<u>Work Week Group</u>	
			<u>From</u>	<u>To</u>
T154	8226	Psychiatric Technician Instructor	4A	1