This memorandum provides clarification to departments pertaining to managerial designated employees and out-of-class assignments. Recently, the Department of Personnel Administration (DPA) has received a growing number of requests to approve compensation for managerial out-of-class assignments. DPA Rule 599.810 provides the means by which nonrepresented employees (Supervisory and Confidential) as defined in section 3527 (b) of the Government Code (Ralph C. Dills Act) may work in a pre-arranged out-of-class assignment. Specific provisions governing out-of-class assignments, however, do not cover individuals designated as managerial; therefore, managerial employees are not eligible for out-of-class assignment pay. Furthermore, no authority exists to assign managerial employees out-of-class work.

Absent statutory or regulatory provisions authorizing managerial out-of-class assignments, DPA will not entertain nor approve requests involving these situations.

Managerial classifications describe positions that have broader responsibilities than those which are assigned to supervisory and represented employees. As members of the management team, employees in managerial classes can reasonably be expected to perform any task necessary to ensure that a department meets its mission and goals. For a limited period of time, a manager can be expected to fulfill a wide range of assignments not normally part of his/her normal
assignment and classification. Consequently, "acting assignments" of limited duration in any departmental programs should be considered a normal part of the managerial class concept for which no compensation should be promised or expected.

If the duties are expected to exist for an extended period of time, departments should consider alternate means of compensating managerial employees. Alternatives such as a limited-term appointment, temporary reassignment of work to appropriately classified positions, rotating assignment, training and development assignment, or Compelling Management Need Assignment should be considered whenever possible.

If departmental staff have questions regarding the information contained in this memorandum, they may contact Sara Hull in the Classification and Compensation Division.

Michael T. Navarro, Chief
Classification and Compensation Division