

Rule 242 Frequently Asked Questions

Introduction

On July 1, 2017, the State Personnel Board (SPB) approved the new California Code of Regulations (CCR), title 2, section 242 for promotions in place (PIP). A promotion in place provides the opportunity for an employee ready to assume a role of greater responsibility and more complex duties to advance by upgrading their current position.

The following Frequently Asked Questions (FAQs) are provided to assist departments. For assistance with specific questions, departmental human resource offices should send an email to CalHR, Personnel Management Division at PMD@calhr.ca.gov.

1. Are PIPs from a rank and file classification to a supervisory/managerial classification, utilized in a specialist capacity allowed? For example, an Associate Governmental Program Analyst (AGPA) to a Staff Services Manager I (SSM I) (Specialist)?

Yes. However, departments should hold a modified internal/informal competitive process. In addition, PIP's from rank and file to supervisory or managerial classes are not allowed. For example, AGPA to SSM I (Supervisory) are not allowed. PIP information can be found in the Online HR Manual Policy Statement #1208.

2. Are PIPs from an Office Technician (OT) to a Staff Services Analyst (SSA) allowed?

It depends on whether appropriately allocated work is available for the higher-level position. In evaluating the PIP, the department should consider the following:

- Has the work evolved to support the higher allocation?
- What would happen to the OT duties once the incumbent is promoted and now performing the higher-level duties?
- Are the OT duties being absorbed into the SSA duties? If so, the higher-level duties must comprise the majority of the duties.

3. Is it necessary to meet with an employee who is eligible and reachable, but not selected for the PIP, if the PIP was to an interchangeable position and not a true vacancy?

Yes. Departments must still notify and meet with employee(s) who were not selected for the PIP as outlined in the Online HR Manual Policy Statement #1208 and California Code of Regulations, title 2, section 242.

4. What is considered a high-level specialist?

High-level specialist positions are considered the advanced journey level. In general, the department may have a unit where a majority of the staff are performing equivalent level work, however, there may be a need for higher level work that cannot be easily distributed amongst the staff. In these circumstances, departments should hold a modified internal/informal competitive process for a PIP. As a best practice, the departments should establish an internal policy to ensure consistency in application.