

**California Department of Human Resources  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

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| <b>SUBJECT:</b><br>New Process for Establishing and Revising Career Executive Assignment Allocations | <b>REFERENCE NUMBER:</b><br>2015-038 |
| <b>DATE ISSUED:</b><br>December 23, 2015   | <b>SUPERSEDES:</b>                   |

This memorandum should be forwarded to:

**Agency Secretaries  
Agency Undersecretaries  
Department Directors  
Department Deputy Directors  
Personnel Officers  
Examination Managers**

**FROM:** California Department of Human Resources (CalHR)  
Personnel Management Division

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This memorandum provides details regarding changes to the process for establishing and significantly revising Career Executive Assignment (CEA) allocations.

**BACKGROUND**

In line with Civil Service Improvement efforts outlined in the 2015-16 Governor's Budget, effective January 1, 2016, California Code of Regulations, title 2, section 548.5, provides a delegated process for departments to establish or revise CEA concepts. This includes a 30-calendar day public review period for CEA requests.

The California Department of Human Resources (CalHR) has designed a webpage and forms to facilitate the implementation of this new regulation.

**PROCEDURE**

Under the current process, departments complete the [CEA Position Request Form \(CalHR 881\)](#) and submit the form to CalHR via the [CEA@calhr.ca.gov](mailto:CEA@calhr.ca.gov) inbox. Personnel Management Division (PMD) staff analyzes the CEA proposal and schedules the CEA proposal for hearing by the five-member SPB.

Under the new process, effective January 1, 2016, departments that wish to establish a new CEA position or significantly revise the concept of an existing CEA position will continue to complete the CalHR 881 and submit the form to PMD via the

[CEA@calhr.ca.gov](mailto:CEA@calhr.ca.gov) inbox. We have modified the CalHR 881 to include a new portion called the “CEA Action Proposal,” which automatically summarizes only the policy-related aspects of the proposed CEA concept. Departments must use the [current version of the CalHR 881 form](#) found on CalHR’s website.

To streamline the publishing of departmental CEA Action Proposals in a timely, complete and efficient manner, PMD requires that the necessary CEA concept information must fit within the space provided on the form. Additional attachments will no longer be accepted. Departments must submit the saved CalHR 881 form in a live fill-and-print portable document format (PDF). We recognize that this prevents departments from submitting proposals with signatures. Departments should also submit a signed, static PDF version of the form. Both versions should be submitted to the [CEA@calhr.ca.gov](mailto:CEA@calhr.ca.gov) inbox.

In accordance with the new regulation, PMD will place the department’s submitted [CEA Action Proposal information on our public website](#) for the required 30-calendar day public notice period. During this 30-calendar day period the CEA Action Proposal may be subject to opposition from any interested party.

If no opposition is filed during the 30-calendar day period, the proposed CEA concept will be established, without a hearing by the five-member SPB. If the submitting department has a valid, signed CEA Delegation Agreement, PMD will also work with the department to revise the CEA salary cap to include the new CEA concept.

If a valid opposition as determined by PMD is submitted within the 30-calendar day period, PMD staff will analyze the CEA proposal and either disapprove the proposal or schedule the CEA proposal for hearing by the five-member SPB, similar to the previous process. PMD may request departments submit additional documents such as letters of support, organizational charts and duty statements if valid opposition is received.

Presence of a departmental CEA Action Proposal on CalHR’s public website is not an indication of CalHR’s endorsement of the request.

The new regulations for establishing and revising CEA concepts do not change any authority or procedures associated with CalHR’s delegation of CEA levels or salaries as determined by departmental signed CEA Delegation Agreements. Departments must continue to document actions taken under their delegated authority using the CalHR 881 form.

Questions and comments related to the new CEA process can be sent to [CEA@calhr.ca.gov](mailto:CEA@calhr.ca.gov).

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/s/Bryan Baldwin

Bryan Baldwin, Chief  
Personnel Management Division