

**California Department of Human Resources  
Memorandum**

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

<b>SUBJECT:</b> Upward Mobility	<b>REFERENCE NUMBER:</b> 2017-001
<b>DATE ISSUED:</b> January 13, 2017	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

Upward Mobility Coordinators  
Equal Employment Opportunity Officers  
Training Officers  
Human Resources Chiefs

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The California Department of Human Resources (CalHR) is pleased to release the new *Guidelines for Administering Departmental Upward Mobility Programs*. As part of the Civil Service Improvement (CSI) initiative, CalHR updated the Guidelines and created tools and information to assist departments in administering Upward Mobility programs. The new Guidelines are posted in the Civil Rights section on the “State HR Professionals” webpage (<http://www.calhr.ca.gov/state-hr-professionals/Pages/main.aspx>).

Government Code section 19401 requires departments to have an effective Upward Mobility program. Upward mobility provides state workers in lower-paying classifications with an avenue to advance into higher paying classifications. A robust upward mobility program is an essential component of your organization’s workforce planning, recruitment and retention efforts and it reflects your organization’s support for continual growth and development of your workforce.

CalHR has updated the online Human Resources Manual, [Policy Number 1005](#) to include Upward Mobility information.

/s/Glenna Wheeler

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