



***Additional Appointments Review
Summary Report
for the
Department of Motor Vehicles
May 2013***

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California Department of Human Resources (CalHR) reviewed the documentation Department of Motor Vehicles (DMV) provided. In conducting the review, CalHR requested and reviewed the following documentation provided by DMV and the State Controller's Office (SCO): 1) employment and pay history; 2) duty statements; 3) organizational charts; and 4) timesheets.

The review found that as of January 11, 2013, DMV had two (2) supervisors who held an additional appointment in a rank-and-file position. CalHR reviewed the proper use of these additional appointments.

CalHR's review of DMV's additional appointments for managers or supervisors is now complete. On May 8, 2013, a copy of CalHR's draft report and a detailed list of the additional appointments was provided to DMV, a copy of which is also attached to this report.

DMV was given 24 hours to identify any of their concerns with the draft report and to provide any supplemental information for CalHR's consideration prior to CalHR finalizing the report.

Summary of General Findings

The following is a summary of CalHR's findings incorporating DMV's responses to the proper use of the positions as of January 2013:

- The two employees in additional appointments were improper because the employees' primary positions were supervisory and the additional positions were in rank-and-file classifications within the same divisions. Both employees were separated from their additional appointments on January 31, 2013.
- DMV's two employees with an additional appointment did not work any hours in their secondary position in 2012.

A detailed list of the additional appointments reviewed can be found in Attachment A.

Corrective Action Plan

On May 16, 2013, DMV was provided a copy of CalHR's final report. A detailed list of the additional appointments reviewed was also provided to DMV and is attached to this report.

Since the additional appointments were terminated on January 31, 2013, no further corrective action was necessary. In order to ensure prospective compliance with the CalHR's policies, DMV was reminded to adhere to PMLs 2013-007 and 2013-015 and that DMV is not authorized to make any additional appointments for managers and supervisors.

Conclusion

CalHR would like to express our thanks to all of the DMV staff for your cooperation.

Questions and all responses regarding this report should be directed to CalHR Personnel Services Branch, Kim Herlache at kim.herlache@calhr.ca.gov or at 916-324-9411.

Attachment A – Additional Appointments Review Findings

CIVIL SERVICE EMPLOYEES WITH ADDITIONAL POSITIONS IN THE SAME DEPARTMENT, WHERE THE PRIMARY POSITION IS NOT RANK AND FILE
 SORTED BY DEPARTMENT, PRIMARY POSITION
 DATA AS OF 1/11/2013
 AUDIT FINDINGS AS OF 4/15/2013

DEPARTMENT NAME	PSN SEQ	TIME BASE	APPT TENURE	CBID	WWG	PAY FREQ	PRIMARY PSN	POSITION NUMBER	CLASS TITLE	MONTHLY SALARY TOTAL	HOURLY RATE TOTAL	Proper Use of Additional Appointment	Why the Additional Appointment was properly or improperly used?	DID NOT WORK IN 2012	NO PAY DISCREPANCIES	PAY DISCREPANCIES - ESTIMATED GROSS UNDER PAYMENTS	PAY DISCREPANCIES - ESTIMATED GROSS OVER PAYMENTS
MOTOR VEHICLES	01	FT	P	S01	E	M	Y	525-031-4800-013	STAFF SVS MANGER I	\$5,355.59							
MOTOR VEHICLES	02	INT	P	R01	2	M		525-031-1303-902	PERSNL SP		\$22.38	No	Same class series and division. Employee separated from additional position.	X			
MOTOR VEHICLES	01	FT	P	S01	2	M	Y	525-540-8734-001	MANAGER III DMV	\$5,102.83			Supervisor appointed to additional rank and file position within the same unit. Employee separated from additional position.				
MOTOR VEHICLES	02	INT	P	R15	2	M		525-540-2011-902	CUSTODN		\$12.08	No		X			