

Exempt Position Request

Instructions: Complete and send through the agency (if appropriate) to the Appointments Unit of the Governor's Office who will forward it to CalHR. An advance copy should be sent to CalHR.

I.a. Appointee Information

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|--------------------|----------------|--------|--------------|-------|
| Proposed Appointee | Effective Date | Salary | Salary Range | Level |
|--------------------|----------------|--------|--------------|-------|

If the appointee is currently a state employee:

| | | |
|------------|---------------------|------------------------------|
| Class Code | Current Salary Rate | Current Employing Department |
|------------|---------------------|------------------------------|

I.b. Exempt Pay Scale Information

Current Information and Proposed Changes, if any: (Current information is available on Controller's CSP Screen or the CalHR Website)

| | Schem Code | Class Code | Title | | | | |
|-----------|--------------|--------------|-----------------------|-----|-----|------|-----------|
| Current: | | | | | | | |
| Proposed: | | | | | | | |
| | Salary Range | Exempt Level | Authority/Entitlement | WWG | MCR | CBID | Footnotes |
| Current: | | | | | | | |
| Proposed: | | | | | | | |

- New exempt class based on new legislation (attach a copy of the legislation).
 New exempt class based on the conversion of a civil service managerial position under Gov. Code 12010.6.

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|--------------------------------------------------------|-----------------|
| If new conversion, Civil Service Class to be Converted | Position Number |
|--------------------------------------------------------|-----------------|

Definitions of Commonly Used Appointing Authorities

C - Constitutional Officer or Appointee (Not Gov. or Lt. Gov.) F - Governor's (or Lt. Gov.'s) Appointee
 D - Board or Commission Member G - Appointee of a Governor's Appointee
 E - Appointee of a Board or Commission

Modified Classification Review (MCR): CBID:
 NONE Review required when refilled. E97 Confidential E99 Managerial
 I No review required. E98 Supervisory E79 Managerial Specialist (Non-supervisory)

I.c. Requesting Department

| | |
|-----------------------|----------------------------|
| Requester's Title | Department |
| Requester's Signature | Telephone Number Date |

II. Agency Approval

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|--------------------------------------|----------------------------|
| Name and Title of Approving Official | Agency Name |
| Signature of Approving Official | Telephone Number Date |

III. Governor's Office Approval (Send to Appointments Unit, Attn. Diana Essex)

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|---------------------------------------------------------------------------------|------------------------------------|
| Comments: | (For CalHR Use Only) |
| Name and Title of Approving Official Diana Essex, Appointments Administrator | Telephone Number (916) 445-4541 |
| Signature of Approving Official | Date |