



George Deukmejian, Governor

PERSONNEL MANAGEMENT LIAISONS

REFERENCE CODE: 86-33-1
EFFECTIVE DATE: October 31, 1986
EXPIRATION DATE: Indefinite
DATE OF ISSUE: October 10, 1986

SUBJECT: Delegation of approval for salary increases for employees successfully passing the Certified Public Accountant Examination

Under the provisions of Government Code Section 19836 and the Memoranda of Understanding for Bargaining Unit 01, a department may recommend to the Department of Personnel Administration that an employee receive a one-step increase not to exceed the maximum step in the salary range upon verification of successfully passing the Certified Public Accountant (CPA) examination.

Effective October 31, 1986, the Department of Personnel Administration delegates the authority to approve CPA increases to all State departments. Departments will be required to maintain substantiation on file for audit. The substantiation will include passing scores of at least 70% in all four parts of the examination (auditing, theory, practice and law), and a duty statement showing internal auditing or fiscal examination as a major duty.

The effective date of the salary increase shall be the first of the pay period in which substantiation is received by the department. Employees shall receive only one pay increase for successfully passing the CPA examination regardless of the number of certifications achieved.

If you have any questions concerning the delegation of the CPA salary adjustment you may call Joan Bettati of my-staff at (916) 324-0439 or (ATSS) 454-0439.

Anne Bersinger, Chief
Personnel Management Division