

State of California

M E M O R A N D U M

To: PERSONNEL MANAGEMENT LIAISONS

Date: December 8, 1988
Reference Code: 88-106

THIS MEMORANDUM SHOULD BE DIRECTED TO:
ALL PERSONNEL OFFICERS

From: Department of Personnel Administration
Classification and Compensation Division

Subject: 1989 Board Item Processing Schedule

Attached is the 1989 "Due Dates for Board Item Processing" schedule which should be distributed to personnel staff with classification modification responsibilities. The schedule reflects the timeframes for conceptually approved classification plan changes. The only change this year is the inclusion of a step for the Department of Personnel Administration (DPA) to provide the union with a summary of the proposal at the time the item is received. This will provide compliance with the Memoranda of Understanding between DPA and the unions which state that DPA will provide a preliminary notification as well as the current 30 day written notice.

The current twelve week processing time is maintained. Departments should continue to prepare and discuss concept papers with CCD staff prior to finalizing Board items. The following summarizes changes which were made last year and continue to be in effect this year:

1. All departmental classification proposals that have been agreed to in concept should be sent simultaneously to DPA and the State Personnel Board (SPB) staff unless DPA staff has provided you with other instructions.
2. DPA staff are to contact their SPB counterparts one week after receipt of a classification proposal to ensure that SPB has received a copy.
3. The following three activities should occur four and a half weeks before the desired Board meeting:
 - a. The final item is due to SPB;
 - b. The Board Item Scheduling Sheet is due to SPB;
 - c. Unions are to be given their 30-day notice.

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This schedule should be adhered to when processing Board memos. Any questions about this schedule should be directed to Josie Fernandez at 4-9409.

George P. Lloyd II

George P. Lloyd II, Chief
Classification and Compensation Division

Attachment

DUE DATES FOR BOARD ITEM PROCESSING
1989

Final Proposal Received by DPA/SPB Staff	DPA Staff Confirms Receipt of Proposal with SPB Staff	Initial Discussions between DPA/ SPB Staff	Draft Item to DPA Mgr.; Draft MIA* to SPB Mgr.	Discussion of Serious Problems btwn DPA/SPB	Item to CCD Chief	1. Final Item to SPB** 2. Sched. Sheets Due to Secretariat 3. 30-Day Union Notice	Secret- ariat's Cut-Off	Board Meeting
← DPA Preliminary Notification to Union →								
(LENGTH OF TIME FROM BOARD MEETING DATE)								
12 WEEKS	11 WEEKS	10 WEEKS	8 WEEKS	7 WEEKS	6 WEEKS	4 1/2 WEEKS	2 1/2 WEEKS	0
OCT 18	OCT 25	NOV 1	NOV 15	NOV 22	NOV 29	DEC 9	DEC 23	JAN 10-11
NOV 1	NOV 8	NOV 15	NOV 29	DEC 6	DEC 13	DEC 23	JAN 6	JAN 24(SF)
NOV 15	NOV 22	NOV 29	DEC 13	DEC 20	DEC 27	JAN 6	JAN 20	FEB 7-8
DEC 6	DEC 13	DEC 20	JAN 3	JAN 10	JAN 17	JAN 27	FEB 10	FEB 28
DEC 20	DEC 27	JAN 3	JAN 17	JAN 24	JAN 31	FEB 10	FEB 24	MARCH 14-15
JAN 3	JAN 10	JAN 17	JAN 31	FEB 7	FEB 14	FEB 24	MARCH 10	MARCH 28
JAN 17	JAN 24	JAN 31	FEB 14	FEB 21	FEB 28	MARCH 10	MARCH 24	APRIL 11-12
JAN 31	FEB 7	FEB 14	FEB 28	MARCH 7	MARCH 14	MARCH 24	APRIL 7	APRIL 25
FEB 14	FEB 21	FEB 28	MARCH 14	MARCH 21	MARCH 28	APRIL 7	APRIL 21	MAY 9-10
FEB 28	MARCH 7	MARCH 14	MARCH 28	APRIL 4	APRIL 11	APRIL 21	MAY 5	MAY 23
MARCH 21	MARCH 28	APRIL 4	APRIL 18	APRIL 25	MAY 2	MAY 12	MAY 26	JUNE 13-14
APRIL 4	APRIL 11	APRIL 18	MAY 2	MAY 9	MAY 16	MAY 26	JUNE 9	JUNE 27
APRIL 18	APRIL 25	MAY 2	MAY 16	MAY 23	MAY 30	JUNE 9	JUNE 23	JULY 11-12 (SD)
MAY 2	MAY 9	MAY 16	MAY 30	JUNE 6	JUNE 13	JUNE 23	JULY 7	JULY 25
JUNE 14	JUNE 21	JUNE 28	JULY 12	JULY 19	JULY 26	AUG 4	AUG 18	SEPT 6-7
JUNE 27	JULY 3	JULY 11	JULY 25	AUG 1	AUG 8	AUG 18	SEPT 1	SEPT 19
JULY 11	JULY 18	JULY 25	AUG 8	AUG 15	AUG 22	SEPT 1	SEPT 15	OCT 3-4(LA)
JULY 25	AUG 1	AUG 8	AUG 22	AUG 29	SEPT 5	SEPT 15	SEPT 29	OCT 17
AUG 9	AUG 16	AUG 23	SEPT 6	SEPT 13	SEPT 20	SEPT 29	OCT 13	NOV 1-2
AUG 22	AUG 29	SEPT 5	SEPT 19	SEPT 26	OCT 3	OCT 13	OCT 27	NOV 14
SEPT 12	SEPT 19	SEPT 26	OCT 10	OCT 17	OCT 24	NOV 3	NOV 17	DEC 5-6(SF)
SEPT 26	OCT 3	OCT 10	OCT 24	OCT 31	NOV 7	NOV 17	DEC 1	DEC 19 (SF)

*Merit Issue Attachment

**Board items with status resolutions require SPB Policy review