

State of California

MEMORANDUM

MM Ref. #: 89-22

Date: June 30, 1989

To: PERSONNEL MANAGEMENT LIASONS

NOTE: Please distribute a copy of this memo and attachments to your Department Personnel Office

From: Department of Personnel Administration  
Classification and Compensation Division

Subject: Parallel CEA Classes

Over the years, CEA classes which also possess "parallel" general civil service class concepts have been established to facilitate the outside recruitment of highly specialized managerial expertise. Although these are high level, policy influencing positions which satisfy the CEA criteria, they can not always be filled as CEA's because of the very limited or non-existent candidate group within state service. Further, because these classes share the same class and schematic codes, the appointment documents provide the only means of differentiating between the general civil service or the CEA class. It was intended that civil servants would be appointed to the CEA "class", and thereby not gain permanent status; and outside hires would be appointed permanently to the parallel general civil service "class", and serve a probationary period.

Recently, however, it came to our attention that several civil servants were permanently appointed to parallel general civil service classes rather than to the appropriate CEA classes. These appointments have identified the need for the implementation of a more formal, classification based method to differentiate between the two. This memo outlines the procedures which will be used for establishing CEA's with or without a parallel general civil service class; and for filling positions in classes established through these procedures. These procedures are effective immediately, and will be employed for all new classes of this nature. Existing classes will be dealt with as classification changes occur.

It is DPA's policy that high level management positions should not typically be filled by permanent civil service employees. This is consistent with the desire to maintain flexible selection and termination procedures which are highly responsive to changes in administration or unsatisfactory performance. This flexibility is not possible if permanent appointments are made to these positions. Therefore, when filling high level positions with individuals from outside of state service, departments should use the exempt hiring process whenever possible. Of course, the CEA selection process should be employed when filling these positions with employees from within state service. Neither of these options provides incumbents with permanent status.

In rare instances it may be necessary to establish general civil service classes which satisfy the CEA standards, and have salaries within or above the CEA salary bands. Situations which would warrant consideration include the absence of either vacant exempt positions or managerial positions which could be converted to exempt, and the presence of compelling recruitment or compensation arguments. Departments must be prepared to discuss the need for the civil service class in these terms, and certify there are no vacant exempt or convertible managerial positions. When a general civil service class is established through these procedures, a parallel CEA class will also be created.

For high level positions which satisfy the CEA category criteria and require the recruitment of individuals with highly specialized managerial knowledge, skills and abilities, the following procedures should be used:

1. Establishing a CEA class with a parallel general civil service class:

When a small viable candidate group (less than ten) exists within state service, the filling of specialized, high level management positions will be accomplished by the establishment of both a CEA and a general civil service class. This provides flexibility for recruiting individuals from both inside and/or outside of the state civil service.

To establish a CEA class with a parallel general civil service class:

- a series specification containing both classes will be established (see attached sample);
- the CEA class includes ", CEA" at the end of the title;
- the general civil service class has the same title, but does not include ", CEA";
- separate class and schematic codes will be assigned to each class;
- Footnote 40 (allows only non-permanent appointments) will be assigned to the CEA class;
- Footnote 41 (allows only outside hires) will be assigned to the general civil service class;
- the CEA class is not assigned a probation period;
- the general civil service class is assigned a 12-month probation period;
- the board item must address the CEA category nature of both classes;

2. Establishing a non-band CEA class without a parallel general civil service class:

When a sufficient candidate group exists within state service, and recruitment will be restricted to civil service employees, a CEA class without a parallel civil service class will be established. Salary considerations would normally motivate the use of this alternative.

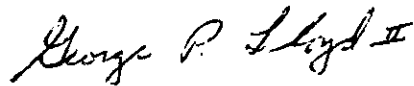


To establish a non-band CEA class without a parallel general civil service class:

- a single class specification is required;
- the class includes ", CEA" at the end of its title;
- footnote 40 will be assigned;
- there is no probationary period;
- the recommendation in the board item will include a statement that says there will be no parallel general civil service class established.

Departments are to submit 625's when filling or re-filling positions in classes established through these procedures. The DPA analyst will verify the status or non-status of the proposed incumbent. If an exam is required, the DPA analyst will hold the 625 until the status of the selected candidate is known to ensure the appropriate class title and code are used. In addition, the tenure box will indicate either "permanent" for outside hires, or "CEA" for inside hires.

If you have any questions regarding this memo, contact your departmental DPA analyst.



George P. Lloyd II, Chief  
Classification and Compensation Division

Attachments

S A M P L E O N L YSUGGESTED LANGUAGE IS UNDERLINED

## C A L I F O R N I A   S T A T E   P E R S O N N E L   B O A R D

## S P E C I F I C A T I O N

P O L I C Y   I N F L U E N C I N G   A D M I N I S T R A T O R  
S e r i e s   S p e c i f i c a t i o n  
(E s t a b l i s h e d   0 0 / 0 0 / 0 0)S C O P E

This series specification describes two classes used by the Department of Some Services to serve as administrators at the division level. Incumbents in these classes are responsible for planning, organizing, directing and controlling statewide programs requiring general expertise and include significant responsibility for the development of policy for the State of California.

Appointments to one class or the other will depend on the civil service status of the proposed appointees.

Under administrative direction incumbents plan, organize, and direct a major statewide program or programs. They develop general program policy with a major emphasis on the general aspects and issues of the program; plan, oversee, and are responsible for comprehensive studies of major problems and programs; develop statewide standards impacting counties and local services; coordinate various programs at Federal, State and local levels. (These are sensitive, highly visible programs characterized by significant public interest and/or controversy and require great expertise in addition to general managerial skills.)

<u>Schem</u>	<u>Class</u>	<u>Class</u>
<u>Code</u>	<u>Code</u>	
AA00	0000	Policy Influencing Administrator
AA01	0001	Policy Influencing Administrator, CEA

F A C T O R S   A F F E C T I N G   P O S I T I O N   A L L O C A T I O N

Positions in the Policy Influencing Administrator, CEA class shall only be filled by either civil service employees who have permanent status, or by qualified Legislative employees. Positions in the Policy Influencing Administrator class shall only be filled by individuals from outside of state service who do not possess permanent civil service status; or by Legislative employees who have less than two consecutive years of service.



MINIMUM QUALIFICATIONS

## BOTH CLASSES:

Five years of increasingly responsible administrative, supervisory and/or consultative experience in a public program with at least three of the five years in an administrative or supervisory capacity. (Successful completion of one year of graduate study toward a Master's Degree in Public Administration or its equivalent in a recognized school of public service may be substituted for one year of the required experience.)

## POLICY INFLUENCING ADMINISTRATOR, CEA

EITHER I

Must be a civil service employee with permanent civil service status.

OR II

Must be an employee of the Legislature for two or more consecutive years.

KNOWLEDGE AND ABILITIES

## BOTH CLASSES:

Knowledge of: Principles and practices of public administration including fiscal, personnel management and supervision; Department's Affirmative Action Program and objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Provide leadership; effectively plan, organize, direct and coordinate a major public program of statewide scope; communicate effectively; analyze situations accurately and adopt an effective course of action; effectively contribute to the Department's affirmative action objectives.

CLASS HISTORY

	<u>Date</u> <u>Established</u>	<u>CEA</u> <u>Est.</u>	<u>Date</u> <u>Revised</u>	<u>Title</u> <u>Changed</u>
Policy Influencing Administrator	00/00/00	--	--	--
Policy Influencing Administrator, CEA	00/00/00	00/00/00	--	--



BOARD ITEM PROCESS SUMMARY  
PARALLEL CEA/CIVIL SERVICE CLASSES

<u>Procedures</u>	<u>CEA/ Civil Service Series</u>	<u>CEA Only</u>
-a series specification must be established	X	
-only a single class specification is required		X
-the CEA class has the ", CEA" at the end of its title	X	X
-the civil service class title is the same but does not have the ", CEA"	X	
-separate class and schematic codes must be given to each class	X	X
-Footnote 40 must be added to the CEA class	X	X
-Footnote 41 must be assigned to the civil service class	X	
-the CEA class does not serve a probation period	X	X
-the civil service class is assigned a 12-month probation period	X	
-the board item must address the CEA category nature of the class(es)	X	X
-the recommendation must include a statement that says there will be no parallel civil service class established		X

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FOOTNOTES

Footnote 40:

Identifies civil service, CEA class to be filled as CEA only.

Footnote 41:

Positions in this class will not be filled by 1) civil service employees who have permanent status; or 2) by individuals who have been employed by the Legislature for two or more consecutive years.

