

State of California

MEMORANDUM

Date: November 26, 1990
Reference Code: 90-62

To: PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers

From: Department of Personnel Administration
Classification and Compensation Division

Subject: Due Dates for Board Item Processing 1991

Attached is the list of board item processing due dates for 1991. It should be noted that prior to the final submission of the classification proposal to the Department of Personnel Administration (DPA) and the State Personnel Board, departments should continue to contact DPA to discuss the initial concept and/or provide a concept paper.

This concept paper is a brief summary of the proposal and should include a description of the problem, the change requested and the number of positions affected. Departments should refer to the DPA Memo dated November 8, 1984 for details regarding Classification Proposals and the overall process to create or change classifications.

Please contact your departmental CCD analyst if you have any questions about the board item process.

George P. Lloyd II
George P. Lloyd II, Chief
Classification and Compensation Division

Attachment

ccd/B06077



DUE DATES FOR BOARD ITEM PROCESSING 1991

<u>Final Proposal Received by DPA/SPB Staff*</u>	<u>DPA Staff Confirms Receipt of Proposal with SPB Staff</u>	<u>Initial Discussions between DPA/SPB Staff</u>	<u>Draft Item to DPA MGR.; Draft MIA** to SPB Mgr.</u>	<u>Discussion of serious Problems between DPA/SPB</u>	<u>Item to CCD Chief/ Sec. Mgr.</u>	<u>25 Working Days Notice For BU 1</u>	<u>1. Final Item To SPB***</u>	<u>2. Sched. Sheets Due to Secretariat</u>	<u>3. 30-Day Union Notice</u>	<u>Secretariat's Cut-Off</u>	<u>Board Meeting</u>
DPA Preliminary Notification to Union and California State Supervisors											
(Length of Time From Board Meeting Date)											
<u>12 Weeks</u>	<u>11 Weeks</u>	<u>10 Weeks</u>	<u>8 Weeks</u>	<u>7 Weeks</u>	<u>6 Weeks</u>		<u>4 1/2 Weeks</u>	<u>2 1/2 Weeks</u>	<u>0</u>		
Oct 17	Oct 24	Oct 31	Nov 14	Nov 21	Nov 28	Nov 30	Dec 7	Dec 28	Jan 8-9(SF)		
Oct 30	Nov 6	Nov 13	Nov 27	Dec 4	Dec 11	Dec 14	Dec 21	Jan 11	Jan 22(SF)		
Nov 14	Nov 21	Nov 28	Dec 12	Dec 19	Dec 26	Dec 31	Jan 4	Jan 25	Feb 5-6		
Nov 27	Dec 4	Dec 11	Dec 26	Jan 2	Jan 8	Jan 11	Jan 18	Feb 8	Feb 19		
Dec 11	Dec 18	Dec 26	Jan 9	Jan 16	Jan 23	Jan 28	Feb 1	Feb 22	Mar 5-6		
Dec 25	Jan 2	Jan 8	Jan 22	Jan 29	Feb 5	Feb 8	Feb 15	Mar 8	Mar 19		
Jan 16	Jan 23	Jan 30	Feb 13	Feb 20	Feb 27	Mar 6	Mar 8	Mar 29	Apr 9-10		
Jan 29	Feb 5	Feb 13	Feb 26	Mar 5	Mar 12	Mar 19	Mar 22	Apr 12	Apr 23		
Feb 13	Feb 20	Feb 27	Mar 13	Mar 20	Mar 27	Apr 3	Apr 5	Apr 26	May 7-8		
Feb 26	Mar 5	Mar 12	Mar 26	Apr 2	Apr 9	Apr 16	Apr 19	May 10	May 21		
Mar 13	Mar 20	Mar 27	Apr 10	Apr 17	Apr 24	Apr 30	May 3	May 24	June 4-5		
Mar 26	Apr 2	Apr 9	Apr 23	Apr 30	May 7	May 13	May 17	June 7	June 18		
Apr 17	Apr 24	May 1	May 15	May 22	May 29	June 4	June 7	June 28	Jul 9-10(SD)		
Apr 30	May 7	May 14	May 28	June 4	June 11	June 17	June 21	July 12	July 23		
June 19	June 26	July 3	July 17	July 24	July 31	Aug 6	Aug 9	Aug 30	Sept 10-11		
July 2	July 9	July 16	July 30	Aug 6	Aug 13	Aug 19	Aug 24	Sept 13	Sept 24		
July 17	July 24	July 31	Aug 14	Aug 21	Aug 28	Sept 4	Sept 6	Sept 27	Oct 8-9(LA)		
July 30	Aug 6	Aug 13	Aug 27	Sept 3	Sept 10	Sept 17	Sept 20	Oct 11	Oct 22		
Aug 14	Aug 21	Aug 28	Sept 11	Sept 18	Sept 25	Oct 1	Oct 4	Oct 25	Nov 5-6		
Aug 27	Sept 3	Sept 10	Sept 24	Oct 1	Oct 8	Oct 15	Oct 18	Nov 8	Nov 19		
Sept 11	Sept 18	Sept 25	Oct 9	Oct 16	Oct 23	Oct 28	Nov 1	Nov 22	Dec 3-4(SF)		
Sept 24	Oct 1	Oct 8	Oct 22	Oct 29	Nov 5	Nov 8	Nov 15	Dec 6	Dec 17(SF)		

*Prior to submitting a final proposal, departments should contact DPA to discuss/provide a conceptual proposal.

**Merit Issue Attachment

***Board Items with Status Resolutions require SPB Policy Review.

