



Pete Wilson, Governor

To: PERSONNEL MANAGEMENT LIAISONS

REFERENCE CODE: MM91-16
EFFECTIVE DATE: November 27, 1991
EXPIRATION DATE: None
DATE OF ISSUE: November 27, 1991

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers

Subject: Classification Proposal Request Process

The Classification and Compensation Division has made some changes to the Board Item process which will reduce the amount of time that departments, the State Personnel Board (SPB) and the Department of Personnel Administration (DPA) expend developing and implementing classification changes. The basic component of the revised process is the new Classification Proposal Request (CPR) form which we believe will facilitate classification proposal approval by focusing attention on the most critical elements. Attached are the CPR form, instructions and samples that will constitute the tools for effecting classification modifications.

The CPR concept was originally conceived in 1989 by DPA's Board Item Task Force (BITF) which was organized to analyze the process and develop efficiency-enhancing recommendations. The BITF concluded that the development of a more structured process which centered on key classification issues would enhance both a department's ability to explain the need for a given proposal and DPA's comprehension of the information presented. The CPR form was therefore developed and then implemented on a one-year pilot basis with a number of departments which included the Department of the Youth Authority, the Public Utilities Commission and the Department of Food and Agriculture.

Because of the positive pilot program experience and the need to provide continued classification services with considerably reduced staff resources, we have decided to implement the CPR process on a servicewide basis. At this time, the CPR form will only be used for non-CEA items, with a CEA version to be distributed in the near future.

Basically, the new procedures require departments to use the CPR form (Attachment A) to make classification changes. Departments must first complete the CPR Transmittal form and then respond to the questions contained in the "A. CLASSIFICATION PROPOSAL CONCEPT" portion of the form. The package will then be submitted to the appropriate DPA analyst for review. Once informed that the concept is approved, departments will complete "B. CLASSIFICATION CONSIDERATIONS" and submit the package along with any specifications, allocation guidelines, Merit Issue Attachments or 137s to DPA and SPB. If

MM91-16
November 27, 1991
Page 2

necessary, the "C. SALARY ANALYSIS" portion of the form should be completed and submitted to DPA only along with the aforementioned material.

When reviewed and approved, the DPA analyst will submit to SPB an abbreviated Board Item cover sheet (see Attachment B for example), the completed "B. CLASSIFICATION CONSIDERATIONS" portion of the CPR form, the specification(s) and the Merit Issue Attachment. Since most of the CPR's contents and attachments will become part of the Board Item, all material submitted to DPA must be completed in a manner suitable for publication. As usual, DPA analysts will inform bargaining units of proposed classification actions affecting rank and file employees.

The CPR procedures will take effect immediately. The attached CPR form should be copied and must be used for all new items and those proposals which have been approved in concept but not submitted to DPA in final form. Proposals which have been submitted in final form under the current format will be processed as submitted.

If you have any questions or suggestions regarding the new CPR process, please contact your DPA analyst.

F Tanaka for

George P. Lloyd, Chief
Classification and Compensation Division

Attachments

ccd/C08482

THE CLASSIFICATION PROPOSAL REQUEST PROCESS

Department of Personnel Administration

Contents

OVERVIEW	1	B. DPA ANALYST RESPONSIBILITIES	2
A. DEPARTMENT ANALYST	1	THE CPR FORM	

Board Item Process Instructions

THE CLASSIFICATION PROPOSAL REQUEST PROCESS

OVERVIEW

The following instructions are designed to facilitate changes to the state's classification plan through the use of the Classification Proposal Request (CPR) form. The form has been developed to focus attention on the key aspects of departmental classification proposals and thereby more effectively utilize departmental and control agency resources. Used in accordance with these and existing processing instructions, completion of the CPR form will result in the more efficient development and implementation of classification plan modifications.

The instructions are divided into two sections: Department Analyst Responsibilities and DPA Analyst Responsibilities. The combined instructions will provide all pertinent parties with an overview of the activities required to institute classification revisions. The department analyst will prepare the proposal according to the CPR format and in a manner suitable for publication; while the DPA analyst will review the proposal and perform "value added" and control agency tasks which will culminate in SPB's adoption of the proposal.

A. DEPARTMENT ANALYST RESPONSIBILITIES

1. Complete items 1 through 7 of the CPR Transmittal.
2. Complete part A: CLASSIFICATION PROPOSAL CONCEPT. Responses should provide specific and complete information about the proposal.
3. The department analyst responsible for the proposal and the Personnel Officer must initial and date the CONCEPT portion of Transmittal item number 8.
4. Submit the completed Transmittal and part A. to your DPA analyst.
5. If approved, the DPA analyst will indicate this in the "FOR DPA USE ONLY" section of the Transmittal, and will either call with news of the approval or return the signed-off Transmittal and part A. to the requesting department, whichever is the more expedient.
6. If denied or additional supporting information is required, the DPA analyst will inform the requesting department and proceed accordingly.
7. Upon notification of the approved Concept, the department analyst will then complete part B: CLASSIFICATION CONSIDERATIONS. If the proposal involves a new class or changes the salary

of an existing class, part C: SALARY ANALYSIS must also be completed. The department analyst must also attach any items that are required in part D: ATTACHMENTS TO THE CLASSIFICATION PROPOSAL REQUEST.

Since the DPA analyst typically submits part B. of the CPR form to SPB exactly as it was received from the department, the department analyst should answer each applicable question as completely as possible and in a fashion suitable for publication.

Additional CPR form guidelines:

- The proposal must be typewritten.
- If additional space is needed, the questions, their responses and the section headings (e.g., Background, Classification Considerations, Minimum Qualification, etc.) must be transferred to the additional pages.

8. As the item is processed, department analysts should complete the DEPARTMENT ANALYST CHECKLIST FOR CLASSIFICATION PROPOSALS that is located on the reverse side of the Transmittal to ensure all factors are considered.

9. When the proposal is completed, the department analyst and Personnel Officer will initial and date the FINAL portion of Transmittal item number 8 and submit the package to the appropriate DPA AND SPB analysts. Do NOT submit part C. SALARY ANALYSIS to SPB.

10. The DPA or SPB analysts may request further information as the item is processed.

The DPA analyst will notify the appropriate employee representative(s) of the proposal as required by negotiated collective bargaining agreements.

B. DPA ANALYST RESPONSIBILITIES

1. The DPA analyst will review the Transmittal form and part A: CLASSIFICATION PROPOSAL CONCEPT upon receipt, and will determine if the proposal should be pursued.

2. If the DPA analyst approves the proposal's concept, s/he will complete the *FOR DPA USE ONLY* portion of the Transmittal relative to the concept approval, and will either phone the requesting department with the approval or make a copy of the Transmittal and part A, and return the package to the requesting department.

3. If the concept is denied, or additional supporting information is required, the DPA analyst will

inform the requesting department and proceed accordingly.

4. Once the proposal's concept is approved and SPB action appears imminent, refer to the appropriate collective bargaining agreement to ascertain and perform any preliminary notification requirements.

5. If additional information is required at any phase of the classification project, contact the requesting department as needed.

6. Once the item is ready for submission to SPB, complete the Board item cover sheet which includes the following traditional headings:

- TO:
- FROM:
- REVIEWED BY:
- SUBJECT:
- SUMMARY OF ISSUES:
- CONSULTED WITH:
- BACKGROUND AND CLASSIFICATION CONSIDERATIONS:
- RECOMMENDATION(S):

If the department's final version of the item requires additional explanation, include the additional information in the "Background and Classification Considerations" section of the Board cover sheet rather than rewriting, or asking the department to rewrite the item. A suggested statement follows:

"In addition to the information provided in the attached proposal, the following was also considered in recommending its approval..."

7. Attach the Board item cover sheet to part **B: CLASSIFICATION CONSIDERATIONS** of the CPR form along with the Merit Issue Attachment (if submitted), any specifications, allocation guidelines or other material which will comprise the final board item package.

8. Submit the board item package to the appropriate SPB analyst.

9. Perform any notification tasks consistent with the applicable bargaining agreement(s).

TRANSMITTAL

ONLY TYPEWRITTEN REQUESTS WILL BE ACCEPTED

1. REQUESTING DEPARTMENT:						
2. REASON FOR PROPOSAL (check all that apply)						
<input type="checkbox"/> New Program/Function		<input type="checkbox"/> Reorganization		<input type="checkbox"/> Technology Changes		<input type="checkbox"/> New MQs
<input type="checkbox"/> Terminology Update		<input type="checkbox"/> DPA/SPB Concerns		<input type="checkbox"/> Negotiated Agreement		
<input type="checkbox"/> Other (describe):						
3. IMPACTED/SUBJECT CLASS(ES)	<input type="checkbox"/> CHECK HERE IF SERIES	CODES: SCHEM/CLASS	TYPE OF CHANGE *	# OF EES AFFECTED	CBID	MCR
* 1-New Class 2-Revision 3-Abolishment 4-Probationary Period Change 5-Alternate Range 6-Title change 7-Other (describe):						
4. DESIRED SPB CALENDAR DATE:						
5. DOES PROPOSAL REQUIRE EXPENDITURE OF UNBUDGETED OR SUPPLEMENTAL FUNDS						
<input type="checkbox"/> YES <i>IF YES, ATTACH FORM 137</i>		<input type="checkbox"/> NO <i>IF NO, WHICH FORM 137 STATEMENTS WERE SELECTED (CHECK ALL THAT APPLY)</i>			<input type="checkbox"/> 1. <input type="checkbox"/> 2. <input type="checkbox"/> 3.	
6. ARE THE SUBJECT CLASSES USED ONLY BY YOUR DEPARTMENT						
<input type="checkbox"/> YES		<input type="checkbox"/> NO <i>IF NO, PROVIDE THE OTHER USER INFORMATION REQUESTED BELOW. ALL USERS MUST BE CONTACTED AND LISTED BELOW.</i>				
DEPARTMENT	DOES DEPARTMENT:		CONTACT PERSON/FUNCTION	PHONE		
	AGREE	DISAGREE				
7. REQUESTING DEPARTMENT'S PROGRAM CONTACT PERSON		CLASSIFICATION			PHONE	
8. DEPARTMENTAL SIGNATURE BLOCK				SIGNATURE DATES		
				Concept		Final
Department Analyst						
Personnel Officer						
FOR DPA USE ONLY						
DPA ANALYST	DATE CONCEPT RECEIVED		CONCEPT		DATE	
			<input type="checkbox"/> APPROVED			
			<input type="checkbox"/> DENIED			
DATE DEPARTMENT NOTIFIED	DATE FINAL PROPOSAL RECEIVED		PROJECTED SPB MEETING DATE			
MINIMUM TIMEFRAMES		DPA Classification Proposal Concept (Part A) review: 2 weeks DPA Classification Considerations (Part B) processing time: 7 1/2 weeks SPB processing time: 4 1/2 weeks				

DEPARTMENT ANALYST CHECKLIST FOR CLASSIFICATION PROPOSALS

(Indicate clearance of each item with a checkmark.)

1. Have you explained the personnel management problem you are trying to correct and how your proposal will address it?
2. Have you verified and explained that there are no existing classes which can be used, in either current or revised form, to better meet your needs? N/A
3. Have you discussed the need for a new class? N/A
4. Has a Form 137 been approved and included in this package? N/A
5. Does the proposal discuss its effect on other classes and any revisions that will be required? Can any classes be abolished?
6. Does the proposal explain what will happen to existing incumbents? Should they be moved by SPB reolution? yes no; Examined? yes no; Transferred? yes no
7. Have non-represented employees been apprised of the proposal's impact? N/A
8. Will any existing related employment lists be used as appropriate lists? Are there any related re-employment lists? N/A
9. Have you justified the length of the probationary period: six months vs. one year? N/A
10. For revised classes, is all of the current wording contained in the revised specifications also contained in strike-out on the proposed specification? N/A
11. Are the minimum qualifications justified and written to include inside and outside experience, upward mobility/bridging classes, etc.? N/A
12. Have you attached the allocation standards? N/A
13. Have you included the Merit Issue Attachment and approved affirmative action language in the KSA's for supervisory classes?
14. Have you justified the salary with comparisons and other rationale, and included the salary and Work Week Group analyses? N/A
15. Have you indicated a collective bargaining unit? N/A
16. Have all State agencies which may possibly use the subject class(es) been consulted and all concerns addressed?
17. Has the proposal been approved by your supervisor and all subject matter consultants?
18. Have you sent a copy of the item, except part C: SALARY ANALYSIS, to SPB?

A. CLASSIFICATION PROPOSAL CONCEPT

To be completed for all non-CEA proposals which require a Board Item.
Use additional paper if necessary.

Instructions: Respond to each of these questions and return with the signed-off transmittal to your DPA analyst prior to completing Part B.

1. Briefly describe the objectives and responsibilities of the program in which the subject class(es) will be used.

2. What are the current responsibilities of the subject class(es) in this setting?

3. Based on your responses to numbers 1 and 2, above, what has changed; or, what has created the need for this proposal?

4. What is the specific classification action you are proposing, and why?

5. What other classification alternatives have you considered, and why are they not appropriate?

6. Are there any salary changes or implications to this proposal? If so, what are they?

7. Are there any specific MQ or status issues not already discussed in the concept paper? If so, what are they?



B. CLASSIFICATION CONSIDERATIONS

Instructions: Complete only if Concept (Part A) approved by DPA. Include headings (Background, Classification Considerations, etc.) if using additional paper. Only complete applicable questions (i.e., provide enough information to support the proposal). Respond to each of these questions and return with signed-off transmittal to your DPA and SPB analysts.

BACKGROUND

1. Provide some historical perspective about the organizational setting of the subject class(es) and the needs that this request addresses.

CLASSIFICATION CONSIDERATIONS

2. What classification(s) does the subject class(es) report to?
3. Will the subject class(es) supervise? If so, what class(es)?
4. What are the specific duties of the subject class(es)?
5. What is the decision-making responsibility of the subject class(es)?
6. What would be the consequence of error if incumbents in the subject class(es) did not perform their jobs? (program problems, lost funding, public safety compromised, etc.)
7. What are the analytical requirements expected of incumbents in the subject class(es)?
8. What are the purpose, type and level of contacts incumbents in the subject class(es) make?

B. CLASSIFICATION CONSIDERATIONS

Page 2

NEED FOR NEW CLASS (if necessary)

9. For New classes only: what existing classes were considered and why were they not appropriate?

MINIMUM QUALIFICATIONS

10. What are the proposed or current minimum qualifications of the subject class(es), and why are they appropriate? (include inside and outside experience patterns).

PROBATIONARY PERIOD Six Months

11. If a probationary period other than six months is proposed, what is the rationale?

STATUS CONSIDERATIONS (see additional information in Part D).

12. What is the impact on current incumbents?

13. Will current employees move by examination, transfer, reallocation, split-off, etc.? Explain rationale.

CONSULTED WITH

14. In addition to the departmental contacts listed on the cover sheet, list the names and affiliations of persons who were consulted during the development of this proposal.

C. SALARY ANALYSIS

(For new class(es) or proposed changes to existing salary level(s) only)
DO NOT SUBMIT TO SPB

Class Title(s) _____ Schematic Code _____ Class Code _____

1. What is the proposed salary range(s) for the subject class(es)?	
2. What class(es) will the subject class(es) report to and what is its maximum salary(ies)?	
3. What is the dollar and percentage difference between the maximum salaries of the supervisory and subject class?	
4. If the proposed maximum salary(ies) is either more or less than 10% below the supervisor's, why?	
5. If the subject class(es) is supervisory, what class(es) will it supervise and what is the maximum salary(ies)?	NOT APPLICABLE <input type="checkbox"/>
6. What is the dollar and percentage difference between the maximum salaries of the subordinate and the subject class(es)?	NOT APPLICABLE <input type="checkbox"/>
7. If the maximum step of the proposed salary(ies) is more or less than 10% above its subordinate class(es), why?	NOT APPLICABLE <input type="checkbox"/>
8. What existing class(es) is being compared to the subject class(es) (e.g., occupational area) and why?	

C. SALARY ANALYSIS

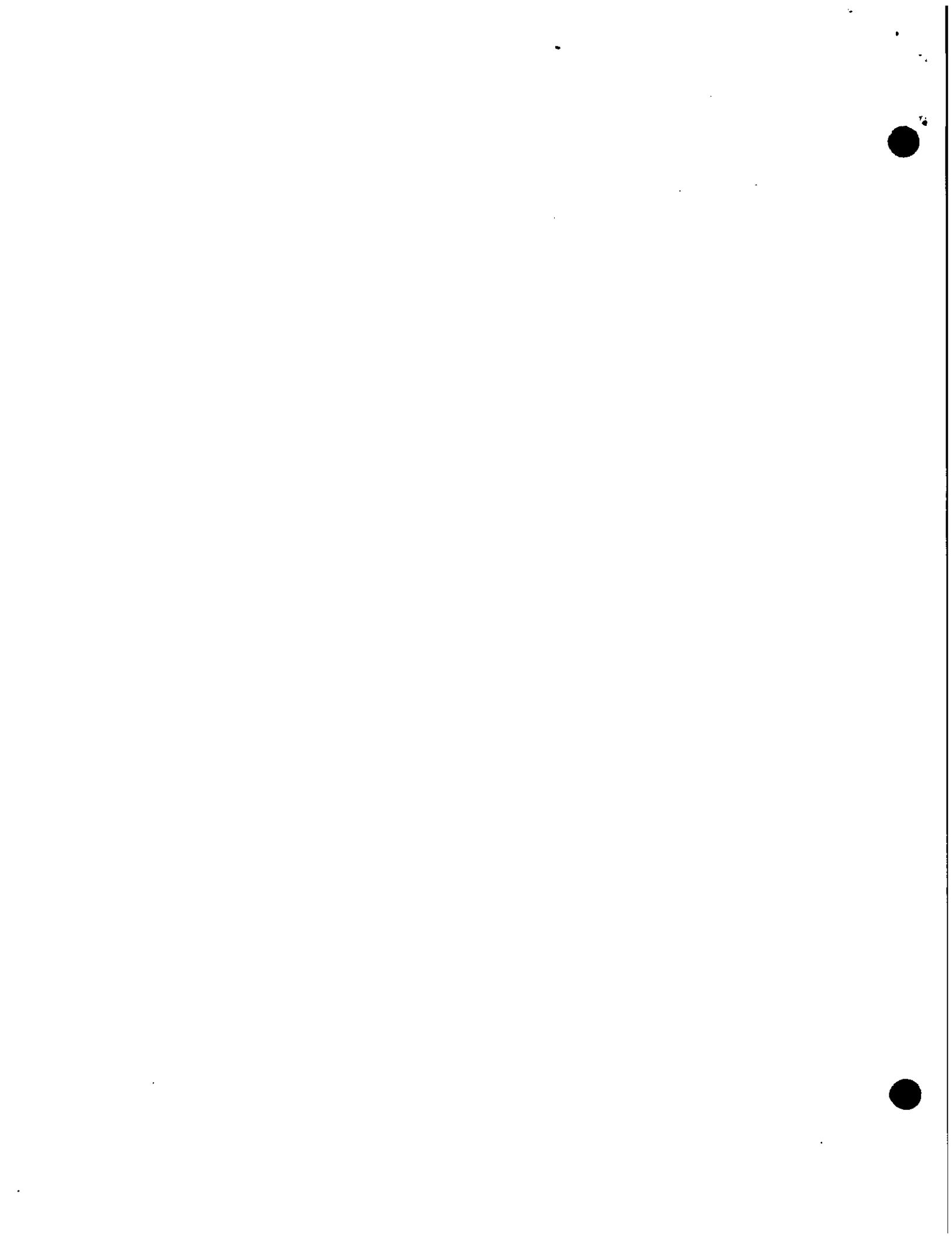
Page 2

9. What are the similarities/differences (e.g., duties, responsibilities, organizational level, minimum qualifications, etc.) of the subject and existing comparisons?

10. Are there historical salary ties or considerations? If so, discuss.

11. Why is the proposed salary appropriate?

12. What Work Week Group are you proposing and why?



D. ATTACHMENTS TO THE CLASSIFICATION PROPOSAL REQUEST

- **Class specifications.**
- **Form 137 (if necessary).**
- **Organization charts, if appropriate.**
- **Merit Issue Attachment:**

MQs including job relatedness and affirmative action implications.

How, where the class fits into the series: upward mobility/promotional opportunities impact.

This section should follow guidelines in April 5, 1984 memo to all POs on Affirmative Action Analysis in Board proposals.

General description of exam plan.

Description of any unusual exam or recruitment features.

Employee Status Considerations: (If needed)

- Discuss the impact the change will have on the status and rights of employees.
- How employees are to be moved; such as examination, split-off, transfer, reallocation (see PMPP Manual Sections 110 and 300) and justification for the movement being made.
- How salaries will be determined.
- Impact on probationary periods and established eligible lists.

202

TO: STATE PERSONNEL BOARD

FROM: Michael Strazzo
Classification and Compensation Division

Daniel Tokunaga, Personnel Management Analyst,
Classification and Compensation Division

REVIEWED BY: Frank Tanaka, Senior Section Manager,
Classification and Compensation Division

SUBJECT: Proposed establishment of a new class titled, MASTER PRODUCTION SCHEDULER, PRISON INDUSTRIES; adoption of a 12-month probationary period; and use of the New Programs Consultant class to fill the position.

SUMMARY OF ISSUES:

The attached proposal was submitted by the Prison Industries Authority. The proposal establishes the Master Production Scheduler, Prison Industries class in order to develop, coordinate and maintain new production related functions that were recently identified as necessary by the department. This new class is anticipated to alleviate severe production and scheduling problems which the Prison Industries Authority is currently encountering.

CONSULTED WITH:

JAMES WHEATLEY, Department of Personnel Administration
RICK REYES, Prison Industries Authority
BRENDA BILLINGSLEY, State Personnel Board

BACKGROUND AND CONSIDERATION:

See attached proposal.

RECOMMENDATIONS:

That the class of Master Production Scheduler, Prison Industries be established; the proposed specification for the class as shown in this calendar be adopted; and the probationary period be 12 months.

That the results of the New Programs Consultant examination process be used to establish the eligible list for the class of Master Production Scheduler, Prison Industries

