

State of California

MEMORANDUM

To: PERSONNEL MANAGEMENT LIAISONS

Date: July 5, 1991

Reference Code: 91-43

From: Department of Personnel Administration

Subject: Review of DPA Regulation 599.922 (Reimbursement of Professional Fees - Excluded Employees)

If your department utilizes classifications in engineering, medicine, scientific, nursing, public health, professional forestry, education, or dietetics, please have the appropriate staff review this memorandum and Department of Personnel Administration (DPA) regulation 599.922 (attached) for the following.

Are the classification titles shown in this regulation correct for those classes used by your department?

Are there classifications used by your department which should be reviewed by the DPA for possible addition to the provisions of regulation 599.922?

Are there classifications used by your department that should be deleted from the provisions of 599.922 (e.g. abolished classes, etc)?

Would this list be easier to use if it contained the class code, schematic code, etc. (like the Pay Scales)?

In addition, the DPA is considering leaving the basic authority for payment of fees to each occupational group in this regulation, but removing the actual list of classes from this regulation and issuing the list of eligible classes periodically as needed in a Personnel Management Liaison memorandum. We are interested in your views on this. Would this procedural change cause you any operational concerns?

We are requesting that you respond to these questions by August 5, 1991, to Blanche Harbridge-Wright, Benefits Program Manager, (916) 327-8063.



Patricia Pavone, Chief,
Benefits Division

3. Repealer filed by Department of Personnel Administration with the Secretary of State on 9-9-85; effective upon filing. Submitted to OAL for printing only pursuant to Government Code Section 11343.8 (Register 85, No. 41).

§ 599.921. Reimbursement of Bar Fees—Nonrepresented Employees.

A nonrepresented employee is defined in Section 599.619 of these regulations.

(a) Commencing with the 1984 calendar year, when the appointing power certifies that the actual practice of law is required for the performance of the duties of a specific position, the nonrepresented employee shall be reimbursed for the cost of the annual membership fee of the State Bar Association as set forth in Business and Professions Code Section 6140.

(b) Job-related local or specialty bar dues may be reimbursed at each appointing power's discretion for each employee for whom State Bar membership is required as a condition of employment. Any amount to be reimbursed shall be determined by each appointing power. If local or specialty bar dues are reimbursed for less than full-time employees, the reimbursed amount shall be prorated.

(c) Such reimbursement will be made after the employee has submitted a claim for reimbursement with substantiation that payment has been made. Substantiation of payment shall include a copy of the annual fee statement issued by the State Bar Association and a copy of the employee's membership card.

NOTE: Authority cited: Sections 3517.7, 19815.4(d), 19819.1 and 19995.1, Government Code. Reference: Sections 19815.2, 19819.1, 19829 and 19995.1, Government Code.

HISTORY

1. Repealer of former Section 599.921 and new Article 26 (Sections 599.921 and 599.922) filed 2-4-85; effective thirtieth day thereafter (Register 85, No. 6). For prior history, see Registers 84, No. 28 and 84, No. 6.
2. Editorial correction relocating Article 26 (Sections 599.921 and 599.922) to appear in numerical sequence (Register 85, No. 14).
3. Relettering of former subsection (h) to subsection (c) and new subsection (h) filed by Department of Personnel Administration with Secretary of State on 12-30-87; operative 12-30-87. Submitted to OAL for printing only pursuant to Government Code Section 11343.8 (Register 88, No. 7).

§ 599.922. Reimbursement of Fees for Professional Licenses—Nonrepresented Employees.

(a) Professional Engineering. Commencing with the 1983-84 fiscal year, when the appointing power determines that the possession of a current Professional License in occupational fields of engineering is required by the functions of a specific position or is beneficial to the performance of an employee's duties, a nonrepresented employee shall be reimbursed for the actual cost of the application or renewal fees and shall receive up to 8 hours of State time without loss of compensation for each examination day for such Professional Licenses. Such occupational fields include:

- (1) Engineer;
- (2) Architect;
- (3) Landscape Architect;
- (4) Engineering Geologist;
- (5) Land Surveyor; and
- (6) Engineer-in-training.

(b) Professional Scientist. Commencing with the 1984-85 fiscal year, when the possession of a current Professional License in classes within the professional scientific occupational field is required by State or Federal law, a permanent full-time nonrepresented employee shall be reimbursed for actual cost of the renewal fees for such Professional Licenses. Such classes within the occupational field of Professional Scientist include:

- (1) Chief, Bureau of Animal Health
- (2) Chief, Agricultural Veterinarian Laboratory Services
- (3) Sanitarian IV
- (4) Veterinary Medical Officer IV, Animal Health
- (5) Veterinary Medical Officer IV, Pathology
- (6) Chief Public Health Veterinarian

- (7) Public Health Microbiologist II
- (8) Senior Geologist (Supervisor)
- (9) Supervising Geologist
- (10) Principal Geologist
- (11) State Geologist CEA

(c) Nursing. Commencing with the 1984-85 fiscal year, when the possession of a current Professional License in a class within the occupational field of nursing is required by State or Federal Law, a permanent full-time nonrepresented employee shall be reimbursed for the actual cost of the renewal fees for such Professional Licenses. Such classes within the occupational field of Nursing include:

- (1) Coordinator, Nursing Services
- (2) Supervising Nurse III
- (3) Supervising Nurse II
- (4) Nursing Coordinator
- (5) Psychiatric Nursing Education Director
- (6) Supervising Psychiatric Nurse
- (7) Registered Nurse III
- (8) Public Health Nurse IV
- (9) Public Health Nurse III
- (10) Supervising Nursing Education Consultant
- (11) Nursing Education Consultant, Veterans Home
- (12) Health Care Services Nurse III
- (13) Nursing Consultant, Program Review Unit

(d) Medical and Social Services Support. Commencing with the 1984-85 fiscal year, when possession of a current Professional License in a class within the occupational field of medical and social services support is required by State or Federal law, a permanent full-time nonrepresented employee shall be reimbursed for the actual cost of the renewal fees for such Professional Licenses. This reimbursement shall apply to all appropriate employees in the class of Supervising Clinical Laboratory Technologist.

(e) Physician, Dentist and Podiatrist. Commencing with the 1984-85 fiscal year, when possession of a current Professional License in any of the occupational fields of medicine, dentistry or podiatry is required by State or Federal law as a condition of employment, a permanent full-time nonrepresented employee shall be reimbursed for the actual cost of the renewal fees for such Professional Licenses. For less than full-time employees, the amount of the renewal fee which is to be reimbursed shall be on a pro rata basis which corresponds to the employee's time base.

Such classes within the occupational fields of physician, dentist and podiatrist include:

- (1) Chief, Medical Services Correctional Program, C.E.A.
- (2) Chief Medical Officer, Veterans Home and Medical Center
- (3) Program Director, General Medical and Surgical Program
- (4) Chief Medical Officer, California Institution for Women
- (5) Chief Medical Officer, Correctional Institution
- (6) Chief of Medicine, Veterans Home and Medical Center
- (7) Office of Program Review Consultant (Medical), State Hospitals
- (8) Chief Physician and Surgeon
- (9) Director, Health Training Center, Department of Mental Health
- (10) Coordinator of Professional Education, Community Psychiatry Training Center, Department of Mental Health
- (11) Executive Director, Hospital for the Mentally Disabled, C.E.A.
- (12) Medical Director, State Hospital
- (13) Medical Director (Chief Deputy), C.E.A.
- (14) Deputy Superintendent, Clinical Services, Correctional Facility
- (15) Program Director—Medical—
- (16) Program Assistant—Medical—
- (17) Executive Director, Hospital for the Developmentally Disabled, C.E.A.
- (18) Chief of Professional Education, Mental Hospital

(19) Chief of Professional Education, Developmentally Disabled Hospital

(20) Chief, Laboratory Services Branch

(21) Assistant Superintendent, Psychiatric Services, Correctional Facility

(22) Chief Psychiatrist, Correctional Facility

(23) Pathologist

(24) Chief, Office of Long-Term Care and Aging

(25) Assistant Director (Medical), Department of Health Services, C.E.A.

(26) Deputy Director, Public and Environmental Health Division

(27) Chief, Office of County Health Services

(28) Chief, Preventive Medical Services Branch

(29) Chief, Bureau of Maternal and Child Health

(30) Chief, Crippled Children Services Section

(31) Chief, Infectious Disease Section

(32) Chief, Family Health Services Section

(33) Public Health Medical Officer III

(34) Public Health Medical Officer III—Epidemiology

(35) Public Health Medical Officer III—Maternal and Child Health

(36) Regional Medical Coordinator

(37) Chief, Viral and Rickettsial Diseases Laboratory

(38) Medical Officer, State Compensation Insurance Fund, C.E.A.

(39) Medical Program Consultant, Department of Health Services

(40) Medical Consultant II—Department of Health Services

(41) Medical Director, Employment Development Department, C.E.A.

(42) Medical Director, Division of Industrial Accidents, C.E.A.

(43) District Medical Director, Division of Industrial Accidents

(44) Medical Consultant, State Board of Medical Quality Assurance

(45) Medical Officer, State Personnel Board, C.E.A.

(46) Chief Medical Consultant, Board of Medical Quality Assurance

(47) Assistant Medical Officer, State Personnel Board

(48) Chief Medical Consultant, Department of Rehabilitation

(49) Chief Dentist

(50) Podiatrist

(f) Psychiatric, Health and Social Services. Commencing with the 1984-85 fiscal year, when the possession of a current Professional License in the occupational fields of psychiatric, health or social services is required by State or Federal law as a condition of employment, a permanent full-time nonrepresented employee shall be reimbursed for the actual cost of the renewal fees for such licenses. For less than full-time employees, the amount of the renewal fee which is to be reimbursed shall be on a pro rata basis which corresponds to the employee's time base.

Such classes within the occupational fields of psychiatric, health or social services include:

(1) Unit Supervisor

(2) Program Assistant—Medical

(3) Program Director—Medical

(4) Pharmaceutical Consultant II

(5) Pharmacist II

(6) Pharmacist Services Manager

(7) Quality Assurance Director

(8) Audiologist II

(9) Supervising Psychiatric Social Worker II

(10) Supervising Psychiatric Social Worker II (Mental Health)

(11) Supervising Psychiatric Social Worker I

(12) Supervising Psychiatric Social Worker I (Mental Health)

(13) Senior Psychologist

(14) Chief, Child Health and Disability Branch

(15) Chief, Radiological Health Section

(16) Chief, Microbial Health Section

(17) Chief, Laboratory Field Services

(18) Executive Secretary, Research Advisory Panel

(19) Assistant Executive Secretary, Board of Pharmacy

(20) Supervising Inspector, Board of Pharmacy

(g) Professional Foresters. Commencing with the 1985-86 fiscal year, when the possession of a current professional license in a class within the forestry occupational field is required as a condition of employment, a permanent full-time non-represented employee shall be reimbursed for actual cost of renewal fees for such professional license. Such classes within the occupation of professional forester include:

(1) Forester II

(2) Forester III

(h) Education—Commencing with the 1985/86 fiscal year, when possession of a current credential in a class within the education occupational field is required as a condition of employment, a full time, permanent, non-represented employee shall be reimbursed the fee for renewal of such credential. Such classes within the occupational field of education include:

(1) Superintendent California School for the Deaf

(2) Superintendent California School for the Blind

(3) Superintendent Diagnostic School for the Neurologically Handicapped Children

(4) Principal Diagnostic School for the Neurologically Handicapped Children

(5) Principal School for the Deaf

(6) Principal School for the Blind

(7) Supervising Teacher—Fiscal Year Employees/School for the Deaf/Department of Education

(8) Supervising Teacher, Management/School for Deaf/Department of Education

(9) Supervising Teacher/Diagnostic School/Department of Education

(10) Supervising Teacher/School for the Blind/Department of Education

(11) Supervising Teacher/School for the Deaf/Department of Education

(12) Supervising Teacher, Management/School for Blind/Department of Education

(13) Adult Education Administrator II

(14) Assistant Superintendent of Public Instruction—Director of Vocational Education

(15) Assistant Director of Child Development

(16) Assistant Chief Bureau of Intergroup Relations

(17) Assistant Superintendent of Public Instruction for Child Development

(18) Assistant Superintendent of Public Instruction for Special Education

(19) Assistant Superintendent of Public Instruction for General Education

(20) Bilingual-Bicultural Education Administrator

(21) Chief of Program Evaluation Department of Education

(22) Chief, Bureau of Child Nutrition Services

(23) Chief, Bureau of Administrative Services

(24) Chief, Bureau of Intergroup Relations

(25) Education Administrator II

(26) Migrant Education Administrator I

(27) School Approvals Administrator I

(28) School Approvals Administrator II

(29) Secondary Education Administrator I

(30) Administrator of School Apportionments, Grants and Fiscal Assistance

(31) Vocational Education Administrator II

(32) Adult Education Administrator I

(33) Agriculture Education Administrator I

(34) Assistant Field Representative II School Administration

(35) Bilingual-Bicultural Education Administrator II

(36) Business Education Administrator I

(37) Child Development Administrator I

(38) Compensatory Education Administrator I

- (39) Education Administrator I
- (40) Field Representative School Administration
- (41) Homemaking Education Administrator I
- (42) Industrial Education Administrator I
- (43) Migrant Education Administrator I
- (44) Publications Consultant Department of Education
- (45) Special Education Administrator I Regional Deaf-Blind Center
- (46) Special Education Administrator I
- (47) Supervising Field Representative School Administration
- (48) Vocational Education Administrator I
- (49) Chief of Education, Department of Corrections
- (50) Assistant Chief of Education, Department of Corrections
- (51) Supervisor of Compensatory Education Program
- (52) Supervisors of Academic Instruction—Correctional Facility
- (53) Supervisor of Correctional Education Programs
- (54) Supervisor of Vocational Instruction
- (55) Principal Librarian
- (56) Education Administrator for Special Programs
- (57) Education Program Supervisor, Youth Authority
- (58) Supervisor of Compensatory Education Program
- (59) Vocational Education Supervisor, Correctional Facility

(i) Dietetics—Commencing with the 1985/86 fiscal year, when current registration is required as a condition of employment in a class within the Dietetic occupational field, a full time, permanent, non-represented employee shall be reimbursed the fee for such registration. Such classes within the Dietetic occupational field include:

- (1) Nutrition Education and Training Consultant (Supervisory)
- (2) Supervising Child Nutrition Consultant
- (3) Director of Dietetics
- (4) Departmental Food Administrator, Special Schools
- (5) Managers, Commodity Processing Programs

(j) Such reimbursement will be made after the employee has submitted a claim for reimbursement with substantiation that payment has been made. Substantiation of payment shall include:

- (1) A copy of the receipt for employees renewing licenses; or,
- (2) A copy of the application for examination and a copy of the notice admitting the employee to the examination for employees applying for licenses.

NOTE: Authority cited: Sections 3517.8, 19815.4(d) and 19819.1, Government Code. Reference: Sections 19815.2, 19819.1 and 19829, Government Code.

HISTORY

1. Repealer and new section filed 2-4-85; effective thirtieth day thereafter (Register 85, No. 6). For prior history, see Registers 84, No. 28 and 84, No. 6.
2. Amendment filed by the Department of Personnel Administration with the Secretary of State on 11-21-84; effective upon filing. Submitted to OAL for printing only pursuant to Government Code Section 11343.8 (Register 85, No. 18).
3. Amendment filed by Department of Personnel Administration with the Secretary of State on 9-20-85; effective upon filing. Submitted to OAL for printing only pursuant to Government Code Section 11343.8 (Register 85, No. 41).
4. Amendment filed by the Department of Personnel Administration with the Secretary of State on 11-15-85; effective upon filing. Submitted to OAL for printing only pursuant to Government Code Section 11343.8 (Register 86, No. 2).

§ 599.922.1. Reimbursement of Fees for Applicator Certificates.

The appointing power may reimburse nonrepresented employees for filing, examination and renewal fees for qualified applicator certificates as defined in Food and Agriculture Code Section 12201 et seq. provided that the employee is authorized in advance by the appointing power to take the examination or renew the certificate because of their assigned duties and the employee successfully passes the required examination and is issued the certificate.

NOTE: Authority cited: Section 3517.8, Government Code. Reference: Section 3517.8, Government Code.

HISTORY

1. New section filed by the Department of Personnel Administration with the Secretary of State on 1-20-87; effective upon filing. Submitted to OAL for printing only pursuant to Government Code Section 11343.8 (Register 87, No. 10).

§ 599.922.2. Professional Society Dues License Fees—Nonrepresented Employees.

A nonrepresented employee is defined in Section 599.619 of these regulations.

Commencing with the 1988 calendar year, with approval of the appointing power, nonrepresented employees may be reimbursed up to \$100.00 annually for membership dues of a professional organization or for a job-related professional license fee (such as the Certified Public Accountant (CPA) license fee) which engages in activities directly related to the employee's scientific or professional discipline.

If the employee's job requires a professional license, upon appointing power approval, the employee may receive both professional dues and license fee reimbursement not to exceed \$100.00 annually for each.

NOTE: Authority cited: Sections 3517.8 and 191815.4(d), Government Code. Reference: Sections 19829 and 19995.1, Government Code.

HISTORY

1. New section filed by Department of Personnel Administration with Secretary of State on 12-30-87; operative 12-30-87. Submitted to OAL for printing only pursuant to Government Code Section 11343.8 (Register 88, No. 7).
2. Amendment filed by the Department of Personnel Administration with the Secretary of State on 8-1-89; operative 8-1-89. Submitted to OAL for printing only pursuant to Government Code Section 11343.8 (Register 89, No. 37).

§ 599.922.3. Certified Public Accountant/Certified Internal Auditor Professional Competency Bonus—Nonrepresented Employees.

(a) A nonrepresented employee is defined in Section 599.619 of these regulations.

(b) Effective August 1, 1989, with the approval of the appointing power, and subject to the criteria listed in Section (c), a nonrepresented employee may receive a bonus for passing the written portion of the Certified Public Accountant (CPA) examination or the Certified Internal Auditor (CIA) examination.

(c) The bonus criteria shall include:

(1) The bonus shall not exceed \$4,800 regardless of the number of certifications received and shall be paid in three equal installments of \$1,600 each at intervals of 12 qualifying pay periods. The first installment shall be paid 12 qualifying pay periods after the appointing power has verified the examination has been passed. The bonus will not be prorated for service of less than the full 12 qualifying pay periods.

(2) In order to be eligible for the bonus, the employee's classification for each qualifying pay period must include, or the employee must be responsible for the supervision of other employees whose duties include, internal auditing or fiscal examination as a major duty and for which the minimum qualification requires professional accounting or auditing experience or successful completion of prescribed professional accounting courses given by an accredited college or university, including courses in elementary and advanced accounting, auditing and cost accounting.

(3) The employee must have passed the examination after November 30, 1986. No employee who has received compensation based on Government Code Section 19836 shall be eligible for this bonus.

(d) An employee who transfers to another State department and otherwise continues to qualify for the bonus must request the new department to continue to qualify for the bonus must request the new department to continue the bonus on schedule. The new department may or may not agree to continuation of the bonus. If the new department agrees, it assumes responsibility for the remaining installments. In any case the bonus shall not exceed \$4,800.

(e) An employee, receiving a Professional Competency Bonus under the provision of the Bargaining Unit 01 Memorandum of Understanding, who is appointed to a nonrepresented classification and otherwise continues to qualify may continue to receive the bonus on schedule with the approval of the appointing power. Each remaining installment amount shall be based on the employee's collective bargaining identification designation as of the first day of the twelfth qualifying pay period for that twelve (12) pay period interval. In any case, the bonus shall consist of only three (3) installments.