

State of California

M E M O R A N D U M

Date: September 23, 1992

Reference Code: 92-102

To: PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

All Personnel Officers

From: Department of Personnel Administration
Classification and Compensation Division

Subject: Revision Number 2 for your Classification and Pay (C&P) Guide.

Attached is Revision Number 2 for your C&P Guide.

Filing Instructions

Insert new Section 335, Subject: Reporting Relationships for Supervisory and Specialist Classes at the Same Level, into your C&P Guide.

Be sure to immediately complete your Revision Record located in Section 3 of your C&P Guide. This will ensure that you have an accurate record of the sections which are published or revised.

If you have any questions about your C&P Guide, you may contact me at 324-9381.

Barbara Birt

Barbara Birt
Office Services Supervisor II

Attachment



GUIDE TO CLASSIFICATION AND PAY POLICIES AND PROCEDURES

MAJOR AREA	SUBJECT	SECTION NUMBER
Position Allocation	Reporting Relationships for Supervisory and Specialist Classes at the same level	335

335. Supervisory and specialist classes at the same level - history and reporting relationship considerations.

- .1 Prior to the implementation of the Dills Act, there was no need to designate classes as "supervisory" or "represented", and some classes had both "supervisory" and "specialist" concepts.
- .2 Because provisions of the Dills Act require "designation" of positions for collective bargaining purposes, it became necessary to "split" the dual concept classes by creating "specialist" classifications to include specialists in representation and "supervisory" classifications to exclude supervisors from representation.
- .3 The "split" of dual concept classes resulted in pairs of separate classes in the same series which were at the same pay level and the same responsibility level.
 - .31 Pairs of split classes have the same complexity of assignments, technical knowledge required, sensitivity of assignments and other allocation attributes; the only significant difference is supervisory responsibility.
 - .32 Some of the supervisory classes in the pairs were given a special salary adjustment in 1990 which resulted in the supervisory side of the pairs having a salary 5% higher than the specialist side of the pairs.
 - .33 In spite of the salary difference, the pairs of split classes have the same responsibility level.
- .4 Because the dual-concept classes included both supervisory and specialist positions within the single class, both types of positions reported to the same higher level supervisor.
 - .41 For example, "Manager I" level specialists and supervisors in the dual-concept classes typically reported to a "Manager II" level class.
 - .42 This common sense approach is still valid in spite of the salary difference between pairs of classes, and the appropriate reporting relationship for a "split" specialist class continues to be to a higher level supervisor.
- .5 Standards
 - .51 A specialist reporting to a supervisory class in its own "pair" of a "split" class is generally inappropriate because the "pair" is conceptually one class.



Department of Personnel Administration
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- .52 Appropriate exceptions exist where there is no reasonable alternative to the reporting relationship because a higher level supervisory or managerial position does not exist or is not practical for the situation.
- .53 Exceptions must be approved by the department's Classification and Compensation Division analyst.

