

State of California

Memorandum

Date: March 10, 1994
Reference Code: 94-14

To: PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Labor Relations Officers


From: Department of Personnel Administration
Classification and Compensation Division

Subject: Proposed revision of probationary periods of supervisory designated classes from six to twelve months.

The Department of Personnel Administration is developing a proposal for State Personnel Board (SPB) approval to complete the conversion of probationary periods for supervisory-designated classes from six to twelve months. There are currently 581 supervisory-designated classes that still have six-month probationary periods. We anticipate placing this item on the SPB Calendar in late Spring of 1994.

Six months does not provide sufficient time to evaluate the full cycle of duties performed by supervisors. For example, planning activities, including developing work plans and goals and arranging budgeting and staffing, are performed on an annual basis. The ability of a supervisor to hire, train, evaluate, discipline, and reward staff requires more than six months to evaluate. In addition, Government Code Section 19995.4 requires that newly-appointed supervisors receive 80 hours of supervisory training during the probationary period. The extension of the probationary period to twelve months increases the probability that this training can be provided during the probationary period, thereby providing the new supervisors with the tools necessary for successful performance.

Please review all of the supervisory classes used by your department that still have six-month probationary periods. Please notify Vickie Cooley or Joe Broderick at 324-9381 before March 25, 1994 if you have any concerns about changing the probationary periods.


Mike Vargas
Section Manager