

State of California

Memorandum

Date: July 15, 1994
Reference Code: 94-41

To: PERSONNEL MANAGEMENT LIAISONS

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers

From: Department of Personnel Administration

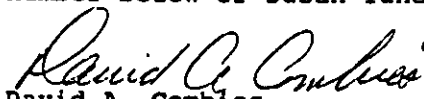
Subject: Mid-Management Reduction Program - Exempt Employees

Recently developed mid-management plans included exempt (noncivil service) employees in their figures. As in the case of some managerial designated civil service employees, some exempt managers are at a policy level which makes them managerial in nature, but without direct supervisory responsibilities. These employees were not counted as managerial. In addition, any supervisory employees who do not supervise should not have been counted as supervisory.

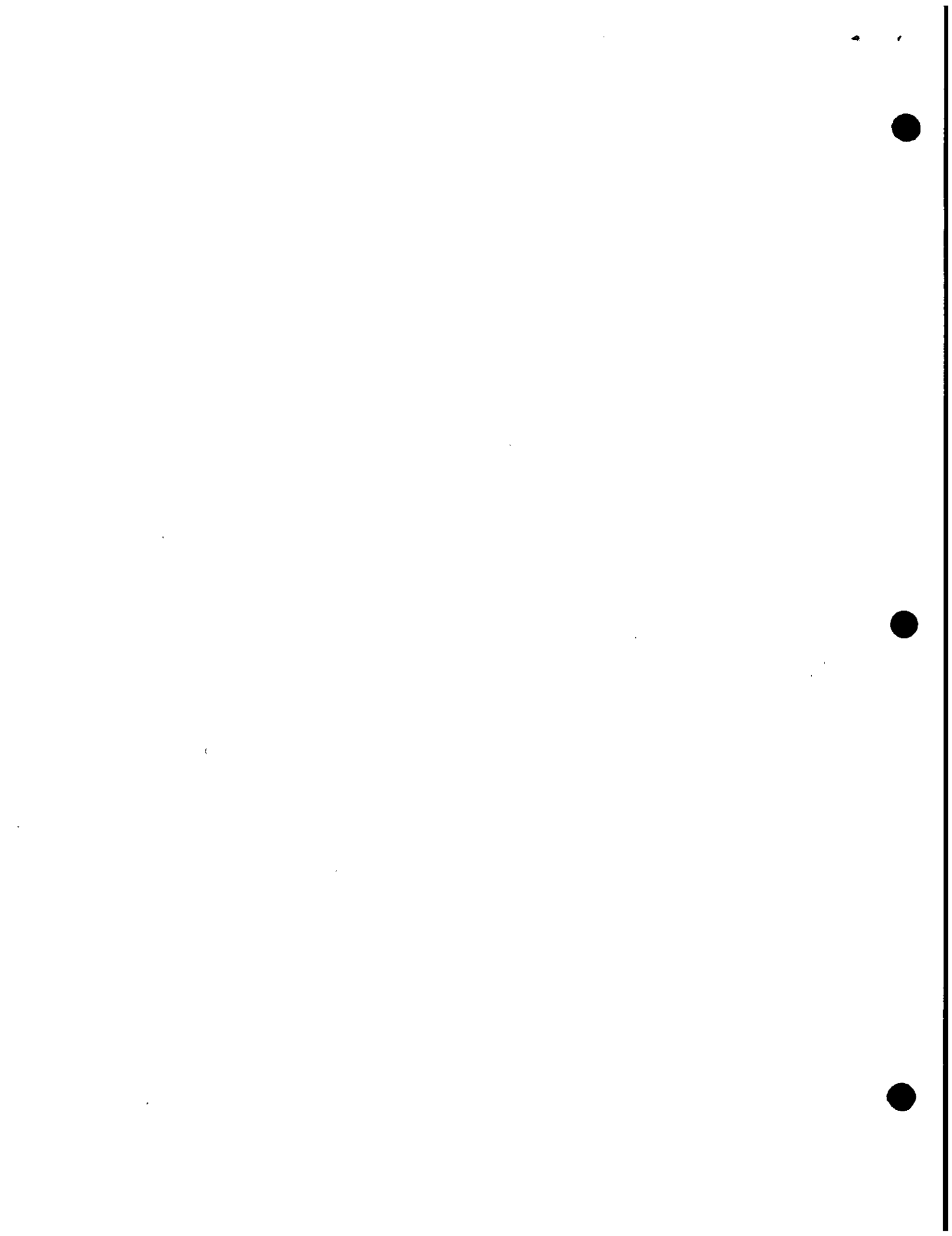
PML 94-20 directed the CBID designations of employees who do not manage or supervise to be changed as appropriate. While the PML did not specifically include reference to exempts, it was not intended to exclude them; however, to date only a few agencies have redesignated their exempts. In order to be consistent with the Mid-Management Reduction Program, it is necessary that such exempt employees who are currently designated excluded managerial (E99) but who do not supervise should be moved to the new E79 designation effective June 1, 1994. The benefits that these employees receive will not change under the E79 designation. (This means they will continue on the Personal Leave Program.) In addition, any exempt nonsupervisory employees should be redesignated from E98 to E97 on June 1. (Since currently there is no benefit difference for exempt E97 and E98 employees, there is no need to use one of the new CBID codes.)

Since most exempt classes are one-position classes, the Department of Personnel Administration (DPA) needs to change the CBID codes in the Exempt Pay Scale for any exempt classes where positions are redesignated. As a result, it is necessary for each State agency to report these CBID changes to the Exempt Unit at DPA. Please prepare a memorandum to the DPA Exempt Unit with the information shown in the attached format.

This information is needed by July 29, 1994 at the latest. Though this is a short deadline, most agencies have relative few exempts and this should not be an undue burden. Questions on this matter should be referred to me at the number below or Susan Tune of the Exempt Unit at (916) 324-0435.


David A. Combles
Exempt Program Coordinator
(916) 324-0434 ATSS 454-0434

Attachment



REPLY MEMO FORMAT

Address to:

D-22
 Exempt Program
 Department of Personnel Administration
 1515 S Street, North Building, Suite 400
 Sacramento, CA 95814

SUBJECT: Redesignation of Exempt CBIDs

1. The following exempt classes in the (Agency/Department of...) have been reallocated from CBID E99 to CBID E79 effective June 1, 1994:

<u>Schem</u>	<u>Class</u>	<u>Title</u>
<u>Code</u>	<u>Code</u>	

<u>Name of Incumbent(s)</u>	<u>Social Security Number</u>	<u>Position Number</u>
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2. The following exempt classes in the (Agency/Department of...) have been reallocated from CBID E98 to CBID E97 effective June 1, 1994:

<u>Schem</u>	<u>Class</u>	<u>Title</u>
<u>Code</u>	<u>Code</u>	

<u>Name of Incumbent(s)</u>	<u>Social Security Number</u>	<u>Position Number</u>
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