

State of California

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS                      DATE: March 25, 1996  
REFERENCE CODE: 96-011

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers

FROM: Department of Personnel Administration  
Classification and Compensation Division

SUBJECT: Program Technician and Supervising Program Technician Class  
Consolidation

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On February 6, 1996, the State Personnel Board (SPB) approved establishment of a general Program Technician class series and Supervising Program Technician class series. Minor changes were made to the proposed class specifications for both series as a result of departments' feedback. Specifically, language was added to the open pattern of the minimum qualifications to address departmental selection needs and clarify that candidates must have experience in a specific program area. Additionally, the following summarizes some issues which are not discussed in the Board item or previous Personnel Management Liaison (PML) memorandum.

**Updating the Allocation Guidelines** - Generally, the allocation guides for the Program Technician and Supervising Program Technician consolidated classes dated January 5, 1978, continue to be applicable for use with the two new class series. Some minor revisions are necessary, e.g., incorporating the trainee and first working level concepts. To this end, we will form a team to review and revise the allocation guidelines. We encourage and are requesting departmental participation. Please contact Dan Tokunaga at 324-0433 or Josie Fernandez at 324-9408 by April 17, 1996, if your department wishes to be a member of this team.

**Selection** - Departments who formerly used more than one Program Technician parenthetical class may consider use of subdivisional testing to address program specific selection issues. Subdivisional testing is defined as limiting competition to those employed in a specified division or organizational unit within a department. Please contact SPB for further information.

**Mass Update by the State Controller's Office (SCO)** - SCO will process a mass update to effect the reallocation of the incumbents into the new class series. Details will be included in a future pay letter.

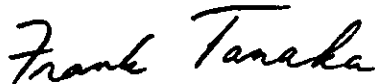
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**Retention of Same Salary Upon Movement** - All incumbents will be moved to their respective new classifications and retain the same salary. This includes Program Technician Trainees who are reallocated to the new Program Technician class.

**Modified Classification Review** - The Program Technician, Program Technician II, Supervising Program Technician I, and Supervising Program Technician II are designated Modified Classification Review (MCR) I. The Program Technician III and Supervising Program Technician III are designated MCR II. Further delegation for the Program Technician III and Supervising Program Technician III will be incorporated into departments' individual delegation plan.

**Special Footnotes** - As required by current SPB law, the rule of three names applies to the promotional certification lists for the Program Technician, Program Technician II and Program Technician III classes. The rule of one rank applies to the promotional certification lists for the Supervising Program Technician class series.

If you have any questions regarding this memorandum, please contact Josie Fernandez 324-9408.



Frank Tanaka  
Program Manager