

State of California

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS DATE: August 1, 1997
REFERENCE CODE: 97-029

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Labor Relations Officers

FROM: Department of Personnel Administration
Classification and Compensation Division

SUBJECT: Annual Career Executive Assignment Reports Due October 1, 1997

CONTACT: Joe Broderick
(916) 324-9397 or CALNET 454-9397
Office Vision: DPA(JABRODER)
Internet: JABRODER@SMTP.DPA.CA.GOV

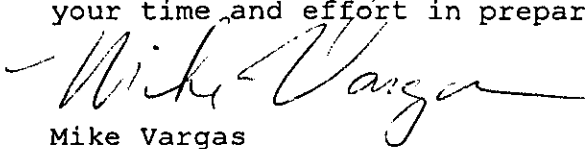
The purpose of this memorandum is to remind all departments to submit reports of all filled and unfilled Career Executive Assignment (CEA) positions on October 1, 1997 in accordance with the provisions of PML Memorandum 96-033. The data in the reports will be used by the Department of Personnel Administration (DPA) and the Department of Finance, to manage the CEA salary cap system. The data will also be used as one source for developing a comprehensive, automated CEA data system at DPA. The information in the system will be made available to departments.

The report shall contain the following information:

- Name of incumbent of each position
- Position number
- Salary level of each position (Level 1 through 5 if position is in the CEA band or class title if position is in Special CEA class)
- Top monthly salary rate of the CEA level or Special CEA class
- Incumbent's current salary rate
- CEA salary cap

The report should be signed by the department's Personnel Officer and sent to Joe Broderick at DPA, 1515 S Street, North Building, Suite 400, Sacramento, CA 95814-7243, no later than October 1, 1997. DPA will forward a copy of the report to the Department of Finance.

Please contact Joe Broderick, if you have questions. Thank you for your time and effort in preparing this report.


Mike Vargas
Program Manager

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