

**M E M O R A N D U M**

**TO:** PERSONNEL MANAGEMENT LIAISONS      **DATE:** January 12, 1998  
**REFERENCE CODE:** 98-001

**THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:**

Personnel Officers

**FROM:** Department of Personnel Administration  
Classification and Compensation Division

**SUBJECT:** Classification and Pay Guide, Revision #1

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Attached is Revision #1 for your Classification and Pay Guide. Please duplicate and distribute to all holders of the guide in your department. Be sure to immediately complete your Revision Record located in Section 3. This will ensure that you have an accurate record of sections which are published or revised.

**FILING INSTRUCTIONS:**

Remove

Section 100  
Attachments 3A and 3B  
Attachment 7, Pages 1-2

Section 410  
Attachment 3

Section 600  
Pages 600.1-600.8  
Attachment A, Pages 1-2  
Attachment E

Insert

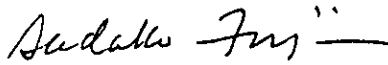
Section 100  
Attachments 3A and 3B  
Attachment 7

Section 410  
Attachment 3

Section 600  
Pages 600.1-600.8  
Attachment 1, Pages 1-2  
Attachment 2  
Attachment 3

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If you have any questions regarding information contained in this revision, please contact Olivia Hawkins at the above phone number. Inquiries regarding other information contained in the guide should be addressed to your department's Classification and Compensation analyst.

  
Sadako Fujiwara  
Program Manager

Attachments

**1998 DUE DATES FOR BOARD ITEM PROCESSING  
DELEGATED DEPARTMENTS**

Dept Submits Class Proposal Request to DPA Analyst	DPA Staff Confirms Receipt of Proposal With Dept Staff	"Approved" Proposal Transmittal Signed and Returned to Dept by DPA	Discussion of Serious Problems Be- tween Dept/SPB	25 Working Days' Notice For BU 1	1. Final Item to SPB Analyst 2. Sched. Sheets Due to Secretariat by DPA 3. 20-Day Union Notice	Final Item to Secretariat From SPB Analyst (Secretariat's Cut-Off)	1998 Board Meeting Dates
<p>DPA Preliminary Notification to Union and California State Supervisors</p> <p>(Length of Time From Board Meeting Date)</p>							
12 Weeks	11 Weeks	10 Weeks	7 Weeks		4-1/2 Weeks	2-1/2 Weeks	
10/08/97	10/16/97	10/23/97	11/13/97	11/26/97	12/05/97	12/19/97	Jan 6 (Sac)
10/23/97	10/30/97	11/06/97	11/26/97	12/12/97	12/19/97	01/02/98	Jan 21 (Sac)
11/05/97	11/13/97	11/20/97	12/12/97	12/26/97	01/02/98	01/16/98	Feb 3-4 (Sac)
11/19/97	11/24/97	12/05/97	12/26/97	01/09/98	01/16/98	01/30/98	Feb 18 (Sac)
12/04/97	12/11/97	12/18/97	01/09/98	01/23/98	01/30/98	02/13/98	March 3-4 (Sac)
12/18/97	12/26/97	01/02/98	01/23/98	02/06/98	02/13/98	02/27/98	March 17 (Sac)
01/02/98	01/09/98	01/16/98	02/06/98	02/24/98	02/27/98	03/13/98	Mar 31/Apr 1 (Sac)
01/23/98	01/30/98	02/06/98	03/03/98	03/17/98	03/20/98	04/03/98	April 21 (Sac)
02/06/98	02/17/98	02/24/98	03/17/98	03/31/98	04/03/98	04/17/98	May 5-6 (Sac)
02/24/98	03/03/98	03/10/98	03/31/98	04/14/98	04/17/98	05/01/98	May 19 (Sac)
03/09/98	03/16/98	03/23/98	04/13/98	04/27/98	05/01/98	05/15/98	June 2-3 (LA)
03/23/98	03/30/98	04/06/98	04/27/98	05/11/98	05/15/98	05/29/98	June 16 (Sac)
05/07/98	05/14/98	05/21/98	05/12/98	05/27/98	05/29/98	06/12/98	July 1-2 (Sac)
05/27/98	05/04/98	05/11/98	06/02/98	06/16/98	06/19/98	07/03/98	July 21 (Sac)
05/11/98	05/18/98	05/26/98	06/16/98	06/30/98	07/03/98	07/17/98	August 4-5 (Sac)
06/09/98	06/16/98	06/23/98	07/14/98	07/28/98	07/31/98	08/14/98	Sept 1-2 (Sac)
06/22/98	06/29/98	07/06/98	07/27/98	08/10/98	08/14/98	08/28/98	Sept 15 (Sac)
07/13/98	07/20/98	07/27/98	08/17/98	08/31/98	09/04/98	09/18/98	Oct 6-7 (LA)
07/24/98	07/31/98	08/07/98	08/28/98	09/14/98	09/18/98	10/02/98	Oct 20 (Sac)
08/07/98	08/14/98	08/21/98	09/14/98	09/28/98	10/02/98	10/16/98	Nov 3-4 (Sac)
08/21/98	08/28/98	09/03/98	09/25/98	10/09/98	10/16/98	10/30/98	Nov 17 (Sac)
09/10/98	09/17/98	09/24/98	10/16/98	10/29/98	11/06/98	11/20/98	Dec 8-9 (SF)
09/24/98	10/01/98	10/08/98	10/30/98	11/13/98	11/20/98	12/04/98	Dec 22 (Sac)

**1998 DUE DATES FOR BOARD ITEM PROCESSING  
NON-DELEGATED DEPARTMENTS**

Final Proposal Received by DPA Staff*	Discussions Between DPA/Dep/ SPB Staff	Discussion of Draft Item With DPA Manager	Discussion of Serious Problems Between DPA/SPB	Item to CCD Sec. Mgr.	25 Working Days' Notice For BU 1	1. Final Item to SPB Analyst 2. Sched. Sheets Due to Secretariat by DPA 3. 20-Day Union Notice	Final Item to Secretariat From SPB Analyst (Secretariat's Cut-off)	1998 Board Meeting Dates
DPA Preliminary Notification to Union and California State Supervisors								
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09/24/98	10/08/98	10/23/98	10/30/98	11/06/98	11/13/98	11/20/98	12/04/98	Dec 22 (Sac)

\* Prior to submitting a final proposal, departments should contact DPA to discuss/provide a conceptual proposal.

(Rev. 12/15/97)

## CLASSIFICATION PROPOSAL REQUEST TRANSMITTAL

ONLY TYPEWRITTEN REQUESTS WILL BE ACCEPTED

1. REQUESTING DEPARTMENT:					
2. REASON FOR PROPOSAL (check all that apply)					
<input type="checkbox"/> New Program/Function		<input type="checkbox"/> Reorganization		<input type="checkbox"/> Technology Changes	
<input type="checkbox"/> Terminology Update		<input type="checkbox"/> DPA/SPB Concerns		<input type="checkbox"/> Negotiated Agreement	
<input type="checkbox"/> Other (describe):					
3. IMPACTED/SUBJECT CLASS(ES)		CODES	TYPE OF	# OF EEs	
<input type="checkbox"/> CHECK HERE IF SERIES		SCHEM/CLASS	CHANGE *	AFFECTED	CBID MCR
1=New Class 2=Revision 3=Abolishment 4=Probationary Period Change 5=Alternate Range 6=Title Change 7=Other (describe):					
4. DESIRED SPB CALENDAR DATE:					
5. DOES PROPOSAL REQUIRE EXPENDITURE OF UNBUDGETED OR SUPPLEMENTAL FUNDS?					
<input type="checkbox"/> YES IF YES, ATTACH FORM 137					
<input type="checkbox"/> NO IF NO, WHICH FORM 137 STATEMENTS WERE SELECTED (CHECK ALL THAT APPLY) <input type="checkbox"/> 1. <input type="checkbox"/> 2. <input type="checkbox"/> 3.					
6. ARE THE SUBJECT CLASSES USED BY YOUR DEPARTMENT?					
<input type="checkbox"/> YES					
<input type="checkbox"/> NO IF NO, PROVIDE THE OTHER USER INFORMATION REQUESTED BELOW. ALL USERS MUST BE CONTACTED AND LISTED BELOW.					
DEPARTMENT	DOES DEPARTMENT:		CONTACT PERSON/FUNCTION	PHONE	
	AGREE	DISAGREE			
7. REQUESTING DEPARTMENTS PROGRAM CONTACT PERSON CLASSIFICATION PHONE					
8. DEPARTMENTAL SIGNATURE BLOCK				SIGNATURE DATES	
				CONCEPT	FINAL
Department Analyst					
Personnel Officer					
FOR DPA USE ONLY					
DPA ANALYST	DATE CONCEPT RECEIVED		CONCEPT	DATE	
			<input type="checkbox"/> APPROVED		
			<input type="checkbox"/> DENIED		
DATE DEPARTMENT NOTIFIED	DATE FINAL PROPOSAL RECEIVED		PROJECTED SPB MEETING DATE		
MINIMUM TIME FRAMES		DPA Classification Proposal Concept (Part A) review: 2 weeks			
		DPA Classification Considerations (Part B) processing time: 7 1/2 weeks			
		SPB processing time: 4 1/2 weeks			

Department of Personnel Administration  
Classification and Compensation Division

State of California

### CEA POSITION DATA BASE INPUT

(See instructions on reverse.)

Department Name: \_\_\_\_\_

Position Status:  Active  Inactive  Abolished on: \_\_\_\_\_ Rec. No. \_\_\_\_\_

Position Title: (26) \_\_\_\_\_ Position Number: \_\_\_\_\_

Division: (13) \_\_\_\_\_

CEA Level: (1) \_\_\_\_\_ (Use 1,2, etc. or 0 [zero] for a CEA Class) CEA Criteria: (2) \_\_\_\_\_ (See attached criteria)

Org. Level: (1) \_\_\_\_\_ Class Code: (4) \_\_\_\_\_ Related Bargaining Unit: (2) \_\_\_\_\_

Functions: (Place 1 in front of primary function, 2 in front of secondary function)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Administration, not CAO (ADM)              | <input type="checkbox"/> Health Care (HCR)                                | <input type="checkbox"/> Quality Management (TQM)                        |
| <input type="checkbox"/> Budget Officer (BUD)                       | <input type="checkbox"/> Information Officer (INF)                        | <input type="checkbox"/> Regional & Field Administration (RAD)           |
| <input type="checkbox"/> Chief Administrative Officer (CAO)         | <input type="checkbox"/> Labor Relations (LRO)                            | <input type="checkbox"/> Regulatory, Auditing & Review (REG)             |
| <input type="checkbox"/> Chief Deputy Director (CDD)                | <input type="checkbox"/> Legal (LGL)                                      | <input type="checkbox"/> Research, Planning & Evaluation (RPE)           |
| <input type="checkbox"/> Data Processing (EDP)                      | <input type="checkbox"/> Legislative Analysis (LEG)                       | <input type="checkbox"/> Resource Conservation (RES)                     |
| <input type="checkbox"/> Director (DIR)                             | <input type="checkbox"/> Management Analysis (MGT)                        | <input type="checkbox"/> Social Security & Rehabilitation (SSR)          |
| <input type="checkbox"/> Education (EDU)                            | <input type="checkbox"/> Personnel, Inc. AA and Emp. Relations (PER)      | <input type="checkbox"/> Special Advisor, Administrative Assistant (SAA) |
| <input type="checkbox"/> Engineering, Construction and Design (ENG) | <input type="checkbox"/> Public Safety, Law & Regulation Compliance (SAF) |  |
| <input type="checkbox"/> Financial-Investments (FIN)                | <input type="checkbox"/> Purchasing & Property Appraisal (PPA)            |  |

Manager Type (Choose 1):

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Director (DIR)              | <input type="checkbox"/> Division Chief (DCH)  | <input type="checkbox"/> Staff Specialist (SPC)     |
| <input type="checkbox"/> Chief Deputy Director (CDD) | <input type="checkbox"/> Project Manager (PRJ) | <input type="checkbox"/> Assistant Agency Secretary |
| <input type="checkbox"/> Deputy Director (DDR)       | <input type="checkbox"/> Program Manager (PMR) |   |

Legislative Interest (check): High  Avg  Media Interest (check): High  Avg

Total Staff (5): \_\_\_\_\_ Prof. Staff (5): \_\_\_\_\_

Level of Supervisor: (6) \_\_\_\_\_ (Use class name, i.e. CEA 3 or Ex A)

Supervisor's Working Title (30): \_\_\_\_\_

Comments (30): \_\_\_\_\_

Date Completed: \_\_\_\_\_ Completed By: \_\_\_\_\_

GUIDE TO CLASSIFICATION AND PAY POLICIES AND PROCEDURES

<i>MAJOR AREA</i>	<i>SUBJECT</i>	<i>SECTION NUMBER</i>
EXEMPT POSITIONS	POSITIONS EXEMPT FROM CIVIL SERVICE	600

**600. POSITIONS EXEMPT FROM CIVIL SERVICE**

**1. Definition**

Under Article VII of the State Constitution, all State officers and employees must be in the civil service unless specifically exempted in Section 4 of that article. The following are the exemptions. Each is referred to as the appointment authority.

SECTION 4. The following are exempt from civil service:

- (a) Legislative officers and employees.
- (b) Judicial Branch officers and employees.
- (c) Elected officials plus a deputy and an employee selected by each elected officer.
- (d) Members of boards and commissions.
- (e) A deputy or employee selected by each board or commission.
- (f) State officers appointed by the Governor or the Lieutenant Governor.
- (g) A deputy or employee selected by each officer under Section 4(f).
- (h) University of California and California State College officers and employees.
- (i) Teaching staff of schools under Department of Education -- or the Superintendent of Public Instruction Jurisdiction.
- (j) Member, inmate, and patient help in State homes, charitable or correctional institutions, and State facilities for mentally ill or retarded persons.
- (k) Members of the militia while engaged in military service.
- (l) District agricultural association officers and employees, employed less than six months in a calendar year.

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- (m) In addition, the Attorney General may appoint or employ six deputies or employees, the Public Utilities Commission may appoint or employ one deputy or employee, and the Legislative Council may appoint or employ two deputies or employees.

**2. Authority and Entitlement**

The letter of the paragraph under Article VII, Section 4 of the State Constitution which specifies the appointing power of an exempt position is referred to as the appointing authority. Thus, an appointee of the Governor is sometimes referred to as an "F" appointment. An appointee of an "F" is a "G." A member of a board or commission is referred to as a "D" appointment, and an appointee of a board is an "E," and so on.

The code section in the law that specifies that an appointment may be made is referred to as the exempt entitlement. For example, Government Code (GC) Section 11710 (a) reads: "There is hereby created in the executive branch the Department of Information Technology, that shall be managed by the Director of Information Technology, who shall be appointed by the Governor, with the consent of the Senate, and who shall service at the pleasure of the Governor." GC Section 11710 (a) authorizes the Governor to appoint the Director of Information Technology, therefore this is the authority for the exempt entitlement to appoint the Director. The authority is "F" because the Governor is making the appointment. Under the Constitution, the "F" appointee would be authorized to make a "G" appointment and both would share the same entitlement.

**3. The Creation of Additional (or New) Exempts**

New authorizations to appoint additional exempts may be created in several ways.

- 3.1** A new or revised law may authorize the Governor to make additional appointments.
- 3.2** The Governor may convert a vacant civil service managerial position in a line agency under the Governor's direction, to an exempt position under GC Section 12010.6 (see Attachment 1 for exclusions to this provision). Since the Governor would be making the appointment, the

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appointee would be exempt under Section VII 4(f). These are referred to as "converted positions."

3.3 A revision to the State Constitution may add new authorizations.

4. GC Section 12010.5

"G" exempt entitlements may be redistributed among executive agencies.

GC Section 12010.5 (Attachment 1) allows the Governor to redistribute the appointments made under Section VII 4(g) among executive agencies. These are sometimes referred to (albeit incorrectly) as "borrowed" or "loaned" positions. These positions are not new to State service but are new to the receiving agency.

5. Exempt Position Request (EPR)

The EPR (Attachment 2) was designed to provide the Governor's Office and DPA with the information needed to process the paperwork associated with an exempt appointment. Part I is filled out by the requesting department and includes:

5.1 **Information on the Appointee:**

Name  
Proposed Salary  
Proposed Appointment Date

5.2 **If a Current Employee:**

Class code of the classification to which currently appointed  
Current salary rate  
Current employing department

5.3 **Exempt Pay Scale Information:**

If an existing exempt classification is being used, it often must be revised to reflect new duties and responsibilities. This often includes salary and other changes that must be made in the Exempt Pay Scale. If a new classification is being created for a new entitlement, only the

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proposed information should be filled out and the appropriate new exempt class box should be checked.

**5.4 Routing:**

The EPR should be signed and sent forward to the department's agency for approval (if appropriate) and then to the Governor's Office, Appointments Unit. A duty statement and organization chart must be attached as part of the package. A copy of the package must be sent to the DPA Exempt Unit at this time. Upon review and approval by the Governor's Office, the EPR will be forwarded to DPA.

**6. An Overview of the Exempt Approval Process**

The following is a summary of the exempt appointment and salary process:

The Governor's Office reviews candidates proposed by the agency and/or who are in the Governor's Office applicant file. When an acceptable candidate is approved, the responsible executive (agency secretary or department director) is notified of the approval who, in turn, must notify the personnel officer so that the necessary transactions can take place to put the appointee on the payroll.

- 6.1 The personnel office forwards the Exempt Position Request (EPR), duty statement, and organization chart through the agency (if appropriate) to the Governor's Office, Appointments Unit. At the same time, a copy is sent to the Department of Personnel Administration (DPA) Exempt Unit.
- 6.2 The Appointments Unit reviews the EPR and determines that the information on the appointee is correct. The approved EPR is forwarded to DPA.
- 6.3 DPA prepares an Exempt Pay Letter if a change to the Exempt Pay Scale is necessary. The department is sent a copy with the approved EPR attached.
- 6.4 DPA returns a copy of the approved EPR to the department if no Pay Letter is necessary.

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- 6.5 DPA forwards a copy of the Pay Letter to the State Controller's Office (SCO) to update SCO system/pay scales so appointment can be processed.

7. **The Appointment Process**

The following procedures should be followed for the appointment of all exempt positions in executive branch organizations, including both gubernatorial (F) and director (G) exempt personnel:

- 7.1 The Governor's Office, Appointments Unit maintains names, applications, and resumes of individuals interested in working for the administration. When you need to fill an exempt position, the Appointments Secretary or Deputy Appointments Secretary assigned to your organization must be consulted to determine if the Governor's Office has candidates who should be considered for the position.
- 7.2 Cabinet members and/or department directors shall be primarily responsible for interviewing candidates for exempt positions. The Chief of Staff, Appointments Secretary, or Deputy Appointments Secretary may also choose to interview a prospective appointee.
- 7.3 After conducting interviews and selecting the candidate or candidates you wish to recommend, send a memorandum to the Governor's Office, Appointments Unit. The memorandum should include pertinent information which is not necessarily included on the candidate's application or resume. Please include the names and identifying information (including the names of recommending individuals whose opinions you believe the Governor may value) of those candidates who were not selected.
- 7.4 The Appointments Unit will notify the responsible agency secretary and/or department director as to whether the candidate meets with the Governor's approval. Again, even persons recommended for appointment to agency secretary/department director's ("G") positions must be reviewed and approved by the Governor's Office.
- 7.5 The agency secretary/department director should then notify the appropriate personnel officer to begin the process of placing the appointee on the payroll.

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8. **Converted Exempt Entitlements**

The power to select key administrative personnel is an invaluable tool and resource by which the Governor may insure that his or her policies and programs are being effectively carried out by individuals in whom the Governor has personal confidence. Given the limited number of exempt entitlements, it is imperative that no conversions either to or from exempt status be undertaken or sought without the written, verbal, and/or prior approval of the Appointments Secretary.

9. **Boards and Commissions**

There are over 400 boards and commissions many of which are contained within agencies and departments. The Appointments Unit will process and review applications for such positions before making recommendations to the Governor. The input of agency secretaries and department directors may be sought and, of course, shall be duly considered.

10. **Appointments Records and Applications**

All persons who are recommended for appointment to either exempt positions or boards and commissions should submit their original applications to the Governor's Office, Appointments Unit. Abstracts of information contained on applications may be produced for review by agency secretaries and department directors upon request.

11. **The Conversion Process**

This process is provided for by GC Section 12010.6 and is available to line agency departments only, i.e., departments whose directors are directly appointed by the Governor. Boards, commissions, and departments headed by elected officials are not eligible to use this process.

The department must identify a vacant position which has been designated managerial by DPA or have a vacant position which DPA can legitimately reclassify to a managerial class. Once the position is identified, the regular appointment process is followed. The EPR must indicate that a new exempt class is being proposed based on the conversion of a vacant civil service managerial position and the position number of the civil service class must be included.

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If a department wishes to return an exempt position to civil service, **approval must be obtained from the Governor's Office**. The Governor's Office and DPA will determine if the exempt class used by the position should be abolished or inactivated on a temporary basis. In no case can the exempt class be used after the position has returned to civil service unless a new conversion is approved or, if the return was temporary, until the Governor's Office is notified and DPA reactivates the exempt class.

12. **Modified Classification Review (MCR)**

DPA has discontinued the use of the MCR process for exempt classes. All exempt appointments must be approved by the Governor's Office (except appointees of other elected officials) and are therefore the equivalent to NO MCR. The MCR notation is NONE. The only exception are classifications used in the Governor's Office, which are MCR I.

13. **Classification and Salary Setting**

**GC Section 19825**

"(a) Notwithstanding any other provision of law, whenever any state agency is authorized by special or general statute to fix the salary or compensation of an employee or officer, which salary is payable in whole or in part out of state funds, the salary is subject only to the approval of the department before it becomes effective and payable. . . (b) The Legislature may expressly provide that approval of the department is not required."

DPA carries out its responsibilities when it receives the EPR, duty statement, and organization chart. Salary issues are resolved with the Governor's Office, Appointments Unit, if necessary, and an Exempt Pay Letter is sent to the SCO when a change in the Exempt Pay Scale is needed. If requested by the Appointments Unit, DPA will review the duties and responsibilities of the position. The review would be similar to the analysis done on a civil service position. For the most part, exempt classes are assigned to one of the existing exempt salary levels (Attachment 3). In some cases, particularly for lower level positions, a direct salary tie is made to civil service classes. Exceptions vary depending on individual circumstances. DPA may ask the department for additional information based on the criteria below.

GUIDE TO CLASSIFICATION AND PAY POLICIES AND PROCEDURES

<i>MAJOR AREA</i>	<i>SUBJECT</i>	<i>SECTION NUMBER</i>
EXEMPT POSITIONS	POSITIONS EXEMPT FROM CIVIL SERVICE	600

**13.1 General Criteria Used in Analysis:**

**Degree of Authority (set priorities)**

- Establish and implement statewide policy.
- Establish and implement departmental policy.
- Review and approve programs for other jurisdictions.
- Establish rules.
- Adjudicate claims; hear and dispose of appeals.
- Have regulatory and/or compliance function (institute disciplinary civil and/or criminal actions).

**Scope of Responsibility (as demonstrated by)**

- Scope of programs (# of programs, # of elements, and variety of programs).
- Impact of program (population affected, public service, protection, or licensing).

**Sensitivity of Programs**

- Legislative interest.
- Advocate group interest.

**Staff**

- Department size.
- Professional/clerical.

**Budget (administer funds)**

- Federal (flow through) \_\_\_\_\_ percent.
- State or other \_\_\_\_\_ percent.

**Complexity**

- Takes into consideration all of the above with particular emphasis placed on the departmental and statewide policy setting and implementation authority.

**Other**

- Legislation introduced.
- Advisory.
- Informational.

**GOVERNMENT CODE 12010.5 AND 12010.6**

**12010.5 Executive Agencies; distribution of deputies and employees selected by civil-service-exempt officers**

Notwithstanding any other provision of statutory law, the Governor shall determine the distribution in the executive agencies of deputies or employees selected pursuant to subdivision (g) of Section 4 of Article VII of the California Constitution by civil-service-exempt officers appointed by the Governor pursuant to subdivision (f) of Section 4 of Article VII of the California Constitution, except deputies or employees subject to the consent or confirmation of the Senate.

(Added by Stats. 1982, c. 1216, p. 4506, § 1.)

**12010.6 Executive agencies; civil-service-exempt officers and employees; positions vacated by civil service employees**

(a) The purpose of this section is to increase the Governor's managerial flexibility without increasing costs. It is the intent of the Legislature that positions designated as exempt from civil service by this section shall be filled by a Governor's appointment only after they are vacated by civil service employees.

(b) The Governor may designate as exempt from civil service positions in the executive agencies over which he has line responsibility and which have civil-service-exempt officers and employees appointed pursuant to subdivision (f) or (g) of Section 4 of Article VII of California Constitution; provided that the designation shall be limited to positions covered by these subdivisions and shall not cause the total number of positions exempted under these subdivisions to exceed one-half of 1 percent of the number of full-time equivalent positions in these agencies collectively.

(c) The Governor may appoint a person to a position designated as exempt from civil service pursuant to this section only after the position is no longer held by a civil service employee.

(d) Positions designated by the Governor as exempt from civil service pursuant to this section shall be limited to those designated as managerial positions under Section 3513 by the Department of Personnel Administration.

(e) The authority to designate positions as exempt from civil service shall not result in the displacement of civil service employees and shall not result in hiring additional employees into positions not authorized in the Budget Act.

(f) The Department of Personnel Administration shall report to the Joint Legislative Audit Committee by January 31 of each year the current percentage of civil-service-exempt officers and employees in state service.

(Added by Stats. 1982, c. 1216, p. 4506, § 1.)

**EXEMPT POSITION REQUEST**

*Instructions: Complete and send through the agency (if appropriate) to the Appointments Unit of the Governor's Office who will forward it to DPA. An advance copy should be sent to DPA.*

**I.a. Appointee Information**

Proposed Appointee	Appointment Date	Salary	Salary Range	Level
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If the appointee is currently a state employee:

Class Code	Current Salary Rate	Current Employing Department
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**I.b. Exempt Pay Scale Changes**

Changes to the current Exempt Pay Scale: (Current information available on Controller's CSP Screen or DPA's BBS - the P.I.E.)

	Schem Code	Class Code	Title				
Current:							
Proposed:							
	Salary	Exempt Level	Authority/Entitlement	WWG	MCR	CBID	Footnotes
Current:							
Proposed:							

New exempt class based on new legislation (attach a copy of the legislation).

New exempt class based on the conversion of a civil service managerial position under Gov. Code 12010.6.

If new conversion, Civil Service Class to be Converted

Position Number

**Definitions of Commonly Used Appointing Authorities**

C - Constitution Officer or Appointee (Not Gov. or LL Gov.)

F - Governor's (or LL Gov.'s) Appointee

D - Board or Commission Member

G - Appointee of a Governor's Appointee

E - Appointee of a Board or Commission

**Modified Classification Review (MCR):**

NONE Review required when refilled.

I No review required.

**CBID:**

E97 Confidential

E98 Supervisory

E99 Managerial

E79 Managerial Specialist (Non-supervisory)

**I.c. Requesting Department**

Requester's Title

Department

Requester's Signature

Telephone Number

Date

**II. Agency Approval**

Name and Title of Approving Official

Agency Name

Signature of Approving Official

Telephone Number

Date

**III. Governor's Office Approval (Send to Appointments Unit, Attn: Susan Pritchard)**

Comments:

Name and Title of Approving Official

Susan Pritchard, Appointments Administrator

Telephone Number

445-4541

Signature of Approving Official

Date

