

MEMORANDUM

DATE: January 16, 1998

TO: PERSONNEL MANAGEMENT LIAISONS REFERENCE CODE: 98-004

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers

FROM: Department of Personnel Administration  
Classification and Compensation Division

SUBJECT: Classification and Pay Guide, Revision #2

CONTACT: Olivia Hawkins, Personnel Management Technician  
(916) 324-9414, CALNET 454-9414  
FAX: (916) 327-1886  
OFFICE VISION: DPA(OAHAWKIN)  
INTERNET: OAHAWKIN@DPA.CA.GOV

Attached is Revision #2 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.

SUMMARY OF CHANGES:

Section 410

Attachment 1 - updated for clarity

Attachment 3 - amended form and included instructions on reverse

FILING INSTRUCTIONS:

Remove

Section 410

Attachment 1

Attachment 3

Insert

Section 410

Attachment 1

Attachment 3, Pages 1-2

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*  
Sadako Fujiwara  
Program Manager

Attachments

The following is an outline of the Key Position Description to be followed when describing a CEA position. Be particularly attentive to the second item, "Role in Setting of Major Departmentwide Policy."

**CAREER EXECUTIVE ASSIGNMENT  
KEY POSITION DESCRIPTION  
(POSITION TITLE)**

**Nature of Responsibilities**

**Role in Setting of Major Departmentwide Policy**

**Program Sensitivity and Managerial Influence**

**Contacts**

**Staff Size, Program Variety, and Budget**

**Departmental Data**

- **Organizational level of position**
- **Size of department**

**Selection Data**

- **Required skills, knowledge, and abilities**
- **Recruitment base (how position is to be filled)**

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 Section 405 of C&P Guide)

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 (AAS) |
| <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: \_\_\_\_\_