

State of California

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS      DATE: February 9, 1998  
REFERENCE CODE: 98-007

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Employee Relations Officers  
Personnel Officers

FROM: Department of Personnel Administration  
Classification and Compensation Division

SUBJECT: Career Executive Assignment Determinations

CONTACT: Joe Broderick, Assistant Program Manager  
(916) 324-9397, CALNET 454-9397  
FAX: (916) 327-1886  
OFFICE VISION: DPA(JABRODER) .  
INTERNET: JABRODER@DPA.CA.GOV

The purpose of this memorandum is to provide an update of the status of the Career Executive Assignment (CEA) program including the delegation of category and level determinations. We wish to stress that the Department of Personnel Administration (DPA), Classification and Compensation Division (CCD) staff is available to provide consultation to you at your request.

Delegation means that each department will be responsible for managing its CEA program consistent with law, rules, and sound personnel and fiscal management practices. Sections 400 through 440 of the Classification and Pay (C&P) Guide issued by DPA contain information essential to the management of the CEA program. DPA will retain overall responsibility for the CEA program and fulfill both a consultative and oversight role.

**CEA Category Determinations.** DPA has removed itself from the process of approving CEA positions before they are sent to the State Personnel Board (SPB) for final approval. Most departments are now authorized to submit new and significantly revised CEA positions directly to SPB.

The following are exceptions to the CEA category delegation policy:

1. Departments that wish to continue to submit packages through DPA; and/or
2. Departments not staffed to accept delegation.

**CEA Level Determinations.** CCD analysts, who have not yet done so, will also delegate CEA level determinations to their assigned departments. The same two exceptions to delegation listed in the preceding paragraph on CEA category determinations apply here. The existing CEA levels criteria are contained in DPA's C&P Guide as Attachment 1 to Section 405. Staff of each department should come to an understanding with its assigned CCD analyst as to how the criteria applies to their department. Once a mutual understanding is reached as to the applicability of standards in a department, exceptions to the levels criteria must be preapproved by DPA.

**CEA Salary Caps.** DPA has approved each department's initial CEA salary cap that was based on the approved levels of all its CEA positions.

Departments are responsible for exercising sound personnel and fiscal practices in managing their CEA salary caps.

A department may **INCREASE** its cap when:

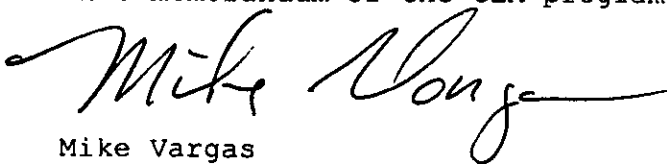
1. A new CEA position is established;
2. A new program is added that supports increasing the level of a CEA position; or
3. A pay program is approved for CEAs. (The salary cap should normally be increased by the percentage amount of a pay program. If a different approach is to be taken in some case, directions will be given prior to implementation of the pay program.)

A cap may not be increased for any other reason without DPA approval. Also, a cap is not increased when incumbents are paid above the appropriate levels of their positions due to outstanding performance.

A cap should be **DECREASED** if a CEA position is converted to an exempt or regular civil service position or is abolished.

DPA has developed a new data base that will enable us to track CEA data including cap information.

Please contact your assigned CCD analyst, if you have questions about this memorandum or the CEA program.



Mike Vargas  
Program Manager