

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS DATE: February 11, 2000
REFERENCE CODE: 2000-010

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Employee Relations Officers

FROM: Department of Personnel Administration
Policy and Operations Division

SUBJECT: Classification and Pay Guide, Revision #7

CONTACT: Deborah Yue, Personnel Program Analyst
(916) 324-0446, CALNET 454-0446
FAX: (916) 327-1886
Email: DEBBIEYUE@DPA.CA.GOV

This revision contains changes to the Board Item process for classes within Bargaining Units 1, 3, 4, 11, and 20. These changes result from an agreement between the State and the California State Employees Association (CSEA) to conduct a pilot process for new or modified classification proposals between October 1, 1999 and September 30, 2000.

Note that the purpose of this pilot process is to involve and negotiate classification changes with CSEA. For this reason, classification changes are referred to as classification change proposals, prior to and during these negotiations, and become Board Items only after agreement has been reached.

Departments that have delegated authority for revision of the classification plan must now confer with their Department of Personnel Administration Policy and Operations Division (POD) analyst prior to making any specification changes involving classes in the above bargaining units.

These changes should be used in conjunction with Sections 100 and 160 in the Classification and Pay Guide (C&P Guide), and should be filed in the front of Section 100. At the conclusion of the pilot process, an evaluation will be conducted to determine whether the changes will continue through the terms of the respective bargaining agreements. Further instructions will be distributed at that time.



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Page 2

Personnel Officers should arrange duplication and distribution of the changes to all holders of the C&P Guide in your department. The revision record in Section 3 should be completed after insertion of the changes.

FILING INSTRUCTIONS:

REMOVE

None

INSERT

Section 100
Front

If you have any questions regarding information in this revision, please contact your POD analyst.



Peter J. Strom
Chief

Attachment(s)



CLASSIFICATION CHANGE PROPOSALS

Pilot Process

Background The State and the California State Employees Association agree to a one (1) year pilot of the following classification change process, beginning October 1, 1999 and ending September 30, 2000.

When To Use This process is to be used for all new classification proposals or revisions, involving Bargaining Units 1, 3, 4, 11, and 20 classes.

Reference The Department of Personnel Administration (DPA) Labor Relations Officer (LRO), as Chief Negotiator, will be responsible for negotiating proposals with the Union. To ensure appropriate input, participants will include the DPA Policy and Operation Division (POD) analyst and the departmental Classification and Labor Relations representatives.

Procedural details and instructions for developing proposals may be found in the Classification and Pay Guide, Section 100, Board Items. Reference should also be made to the respective Memorandum of Understanding (MOU) for each bargaining unit.

Before You Begin The departmental or POD analyst, responsible for developing the proposal, must record data on the form "Data Elements To Track" (Attachment 1), at the conclusion of each classification change processed during the pilot period. Data will be used for later evaluation of the pilot process. Submit completed forms to Barbara Birt, Policy and Operations Division, Department of Personnel Administration, 1515 "S" Street, No. Bldg., Suite 400, Sacramento, CA 95814.

Union Notification This pilot process represents a change to the C&P Guide, Section 160, paragraph 6.2. First consult with the DPA LRO to determine what information should be included in the notice and who in the Union should be noticed. The process includes one notice to the Union. The existing Attachment 2, in Section 160, has been modified and may be used as a sample transmittal memo for the package to the Union.

Evaluation Both parties agree to meet by July 1, 2000, to discuss and evaluate the pilot process. If both parties agree that the trial process is successful, the pilot process will continue through the term of this agreement. If either party disagrees, the trial process will be discontinued and the classification change process reverts to language in the agreements for the respective bargaining units from July 1, 1992 through June 30, 1995.

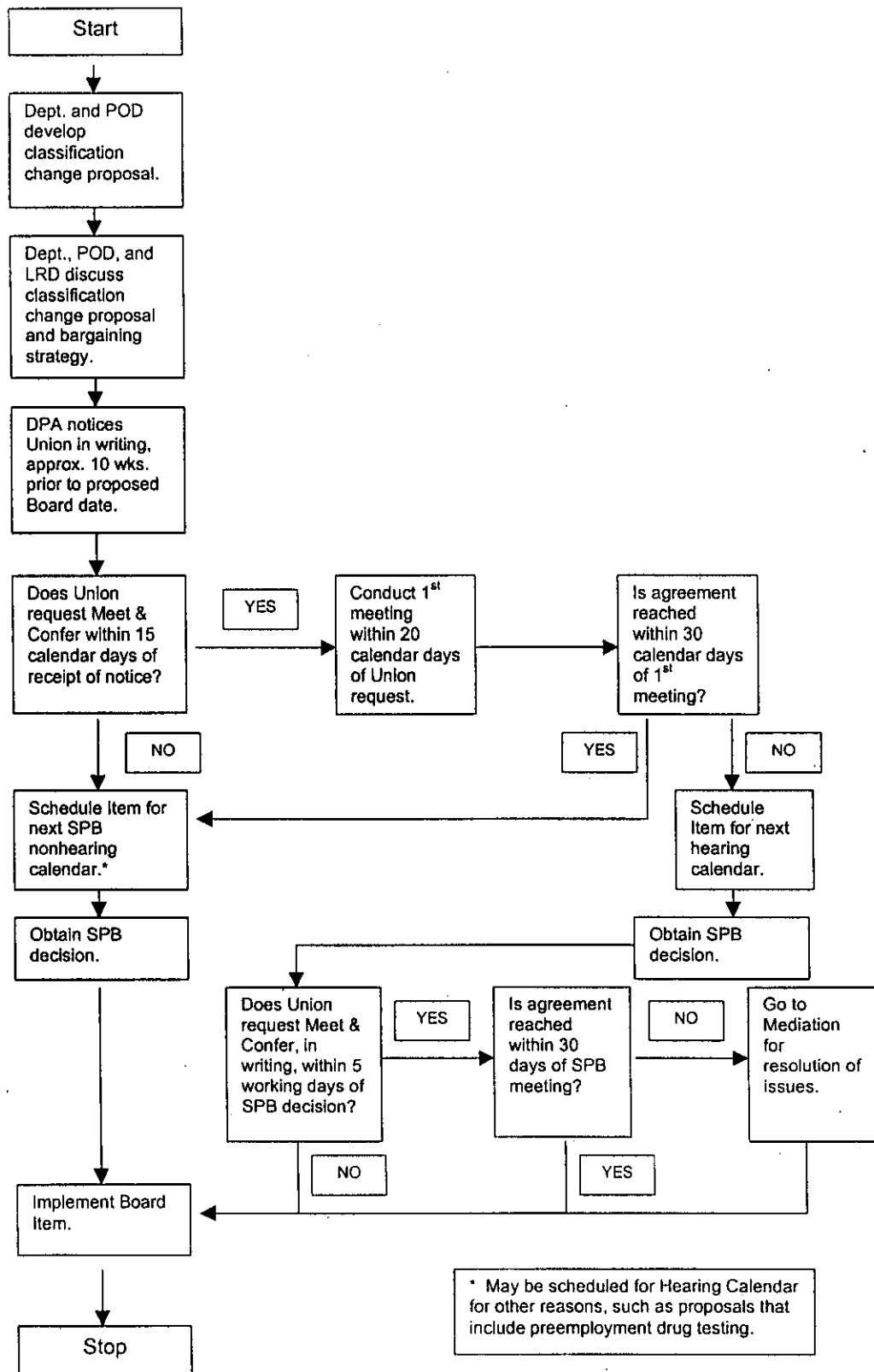




Pilot Process, Continued

Diagram

Here are the phases for the processing of Board Items during the pilot period.







Data Elements to Track
 Bargaining Units 1, 3, 4, 11, and 20
 October 1, 1999 through September 30, 2000

For the Department of Personnel Administration (DPA) classification analyst and all departments with delegated authority for direct State Personnel Board (SPB) submission of Board Items.

Please complete this form for each SPB Board Item you process during the above pilot period. This data will be utilized for process review at the end of the pilot. When completed, return to Barbara Birt, Policy and Operations Division (POD), DPA.

1. POD OR DELEGATED DEPARTMENTAL ANALYST NAME AND PHONE NUMBER:		2. REQUESTING DEPARTMENT:	
3. SUBJECT OF BOARD ITEM:			
4. BARGAINING UNIT NUMBER:		5. DATE OF NOTICE TO UNION: Includes: <input type="checkbox"/> Union Transmittal Memo; <input type="checkbox"/> Part B; <input type="checkbox"/> Specs; and <input type="checkbox"/> SPB Cover Memo	
6. DATE UNION REQUESTS MEET AND CONFER:		7. # OF DAYS ELAPSED, OUT OF THE ALLOWED 15 CALENDAR DAYS, TO MAKE REQUEST TO MEET AND CONFER:	
8. DATE OF FIRST MEET AND CONFER MEETING:		9. # OF DAYS ELAPSED, OUT OF THE ALLOWED 20 CALENDAR DAYS, FOR THE FIRST MEET & CONFER MEETING TO OCCUR:	
10a. WAS ISSUED RESOLVED AND AGREEMENT REACHED BEFORE 30 CALENDAR DAYS OF FIRST MEET AND CONFER MEETING? <input type="checkbox"/> YES <input type="checkbox"/> NO		10b. IF YES, HOW MANY CALENDAR DAYS DID IT TAKE?	
10c. IF YES, HOW MANY MEET AND CONFER MEETINGS OCCURRED WITHIN THE 30 CALENDAR DAYS?		10d. # OF TOTAL HOURS USED:	
10e. IF NO, WAS ITEM PLACED ON HEARING CALENDAR? <input type="checkbox"/> YES <input type="checkbox"/> NO		11. DATE OF SPB MEETING:	
12a. AFTER HEARING, DID UNION STILL HAVE UNRESOLVED ISSUES? <input type="checkbox"/> YES <input type="checkbox"/> NO		12b. IF YES, WHAT TYPE OF ISSUE(S) REMAINED UNRESOLVED?	
13a. IF YES, DID UNION REQUEST CONTINUED MEET AND CONFER WITHIN 5 WORKING DAYS OF SPB DECISION? <input type="checkbox"/> YES <input type="checkbox"/> NO		13b. # OF MEET AND CONFER MEETINGS:	13c. # OF TOTAL HOURS USED:
13d. DID THE UNRESOLVED ISSUE(S) GO TO MEDIATION? <input type="checkbox"/> YES <input type="checkbox"/> NO		13e. WHAT ISSUES WENT TO MEDIATION?	
14. IN YOUR OPINION, DID THE NEW PILOT PROCESS IMPROVE BOARD ITEM PROCESSING? <input type="checkbox"/> YES <input type="checkbox"/> NO			
15. PLEASE EXPLAIN WHY YOU FELT IT DID OR DID NOT IMPROVE THE PROCESS.			
16. ANY OTHER COMMENTS OR SUGGESTIONS?			
17. DEPARTMENTAL FEEDBACK OBTAINED <input type="checkbox"/>			





DEPARTMENT OF PERSONNEL ADMINISTRATION

POLICY AND OPERATIONS DIVISION
1515 "S" STREET, NORTH BUILDING, SUITE 400
SACRAMENTO, CA 95814-7243



[DATE]

[ADDRESSEE]
[ADDRESS]
[ADDRESS]
[ADDRESS]

Re: Notification of Classification Change

Dear [NAME]:

This is to notify you that there is a State proposal to [MODIFY OR ESTABLISH] the classification of [CLASSIFICATION NAME] in the [DEPARTMENT NAME]. Attached, you will find [DOCUMENTS AS DETERMINED BY DPA LRO].

Summary of Proposal: [SHORT STATEMENT OF PROPOSED ACTION]

If you do not indicate any concerns in writing about this proposal by [DATE], it will be placed on the State Personnel Board's Non-Hearing Calendar for adoption at the [DATE, REFER TO APPROPRIATE CONTRACT FOR RESPONSE PERIOD] meeting.

Written requests to meet and confer regarding this proposal should be sent to [DPA POD ANALYST'S NAME], at [ADDRESS], [PHONE NUMBER].

Sincerely,

[ANALYST NAME]
[ANALYST TITLE]

cc: [NAME], Labor Relations Officer, DPA (w/attachment[s])

Attachment(s)



State of California

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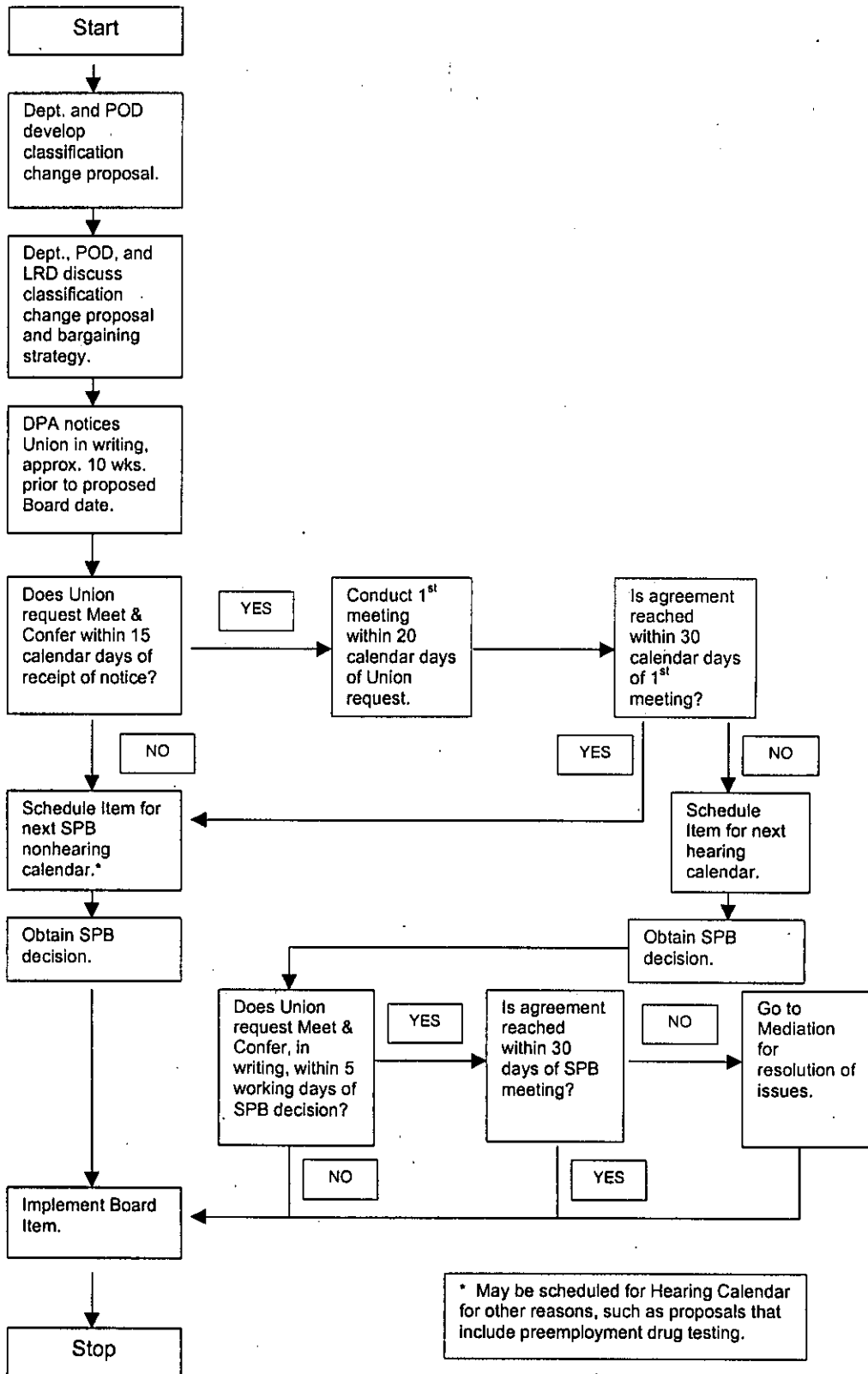
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