

MEMORANDUM

TO: PERSONNEL MANAGEMENT LIAISONS DATE: March 22, 2001
REFERENCE CODE: 2001-013

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Employee Relations Officers
Personnel Officers
Chief Information Officers

FROM: Department of Personnel Administration
Classification and Compensation Division

SUBJECT: Information Technology Skills Pay Differential for Represented
Employees and Other Related Information Technology Issues

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This Personnel Management Liaisons (PML) memorandum provides an update on the following:

1. Information Technology (IT) Skills Pay Differential for Represented Employees
2. Current status and future options for Skills Pay Differential
3. Anticipated Classification Changes
4. Classification Review Committee (CRC)
5. Return of delegation to line departments
6. Benchmark establishment

IT Skills Pay Differential for Represented Employees

Under terms of the Unit 1 Memorandum of Understanding (MOU) the State established an IT Skills Retention Pay Differential for represented IT employees. The intent of this differential was to assist in the retention of staff who possess skills critical to the business success of departments. Consistent with this intent, the Department of Personnel Administration (DPA) issued PML 2000-053 outlining the criteria that needed to be met in order to participate. All requests for participation required the review and approval of the Classification Review Committee (CRC), a group of IT managers representing DPA, and several State agencies.

The original deadline for packages to be submitted was November 15, 2000. After the CRC's preliminary review of the departmental packages, it became apparent that many departments were experiencing difficulty articulating how eligible employees met the stated criteria. Consequently, the CRC agreed to halt review and request that departments provide additional information in order to facilitate the review process. On December 1, 2000 the CRC sent an e-mail notice to the 59 departments that had requested to participate and asked that packages be standardized and resubmitted. The e-mail provided an outline of the requirements. Departments were instructed to resubmit their packages by December 11, 2000. Each package submitted was reviewed and participating departments were sent an e-mail indicating which areas of their package required further clarification.

After review of all departmental proposals, 20 departments (90 employees) were ultimately approved for participation and subsequently implemented. All other packages were denied based on failure to meet specified criteria.

Current Status/Future Options

While the skills differential was conceived with the best of intentions in response to what was and continues to be a critical need, the program has not been as successful as we hoped. Numerous concerns have been raised with respect to this program. Specifically, departments have indicated that the approval process is too time consuming; that the required documentation is far too labor intensive with little in the way of tangible results.

DPA recognizes that this program has a number of deficiencies. Consequently, we are actively seeking feedback from a number of sources, including individual departments, the Adhoc Personnel Officers, Labor Relations Forum, IT Classification Review Committee, and the Classification Supervisors. In essence, we are seeking alternatives to the current skills differential program. It is our intent to develop a program that meets departmental needs and can be agreed to by the exclusive representative.

Anticipated Classification Changes

DPA met with California State Employees Association (CSEA) Bargaining Unit 1 on January 17, 2001 to discuss the proposed new IT series specifications. As a result of those discussions, a decision was made to suspend current negotiations until the parties have reviewed in greater detail the Federal Government IT Model, which is scheduled to be adopted April 2001. While future classification review is held in abeyance pending a review of the Federal Model, Department of Information Technology (DOIT) and several line departments have drafted proposed new Minimum Qualifications (MQs) for existing IT classes. The intent of this effort is to assist departments in recruiting persons who have the requisite skills and abilities for IT work but who have been excluded from consideration because of unnecessarily narrow and restrictive MQ patterns. It is intended that the proposed MQ's be shared with CSEA in March and presented to the State Personnel Board (SPB) for consideration and approval at the April meeting. Once adopted, we anticipate that departments will have an opportunity to apply the new MQ's for this year's college recruitment effort.

Classification Review Committee

In October of 1999, DPA rescinded delegation for establishing new or refilling existing IT positions. To ensure consistent allocation decisions statewide, DPA created the CRC. The CRC included representatives from DPA, SPB, DOIT, DOF, Health and Human Services Data Center, Stephen P. Teale Data Center, Department of Insurance, Franchise Tax Board, Department of Fish and Game, Consumer Affairs, and Department of Motor Vehicles.

DPA greatly appreciates the expertise and commitment of each CRC member. It has been an extremely valuable resource to DPA in providing an objective statewide understanding of various IT issues. In fact, CRC may be called upon in the future to offer management advice on statewide IT issues.

Having completed their assigned tasks, however, the weekly CRC meetings have now been suspended effective immediately.

Departmental Delegation

Departmental delegation for IT allocations will return to the level departments had prior to the inception of the CRC (i.e., if a department had full delegation, prior to the CRC, that will be restored; however, departments with limited delegation will also


return to the status quo immediately preceding the creation of the CRC). The majority of those departments who had their Associate to Staff upgrade plans approved have already had delegation returned up through and including the staff level. This delegation was confirmed by e-mail on November 30, 2000.

All Data Processing Manager IV allocation requests will continue to require DPA review. Questions regarding the extent of delegation should be referred to your CCD analyst.

Benchmarks

Approximately 700 position allocation requests have been reviewed by the IT CRC since its inception during October 1999. The CRC has formed a collective understanding of the appropriate levels of work in certain IT environments. Consequently, DPA is committed to developing benchmarks to assist line departments in making good allocation decisions. It is our intent to distribute these benchmarks to all user departments no later than May 2001.

Questions regarding this material may be referred to Camille Hollis at the above number.

for 
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Classification and Compensation Division