

State of California

MEMORANDUM

DATE: September 20, 2001
TO: PERSONNEL MANAGEMENT LIAISONS REFERENCE CODE: 2001-037

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers
Personnel Transactions Supervisors
Labor Relations Officers

FROM: Department of Personnel Administration
Classification and Compensation Division

SUBJECT: Legal Secretary Classification

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The Department of Personnel Administration (DPA) and the State Controller's Office (SCO) are preparing to implement the provisions of the Legal Secretary classification settlement agreement. This agreement was reached between DPA and the California State Employees' Association on June 15, 2001, and impacts Legal Secretary incumbents in the following manner:

1. Incumbents who were reallocated or split-off from the class of Senior Legal Typist to Legal Secretary, Range A, in accordance with the provisions and timeframes of the May 1999 Legal Typist/Secretary Board Item:

Employees with a reallocation or split off date later than December 2, 1999, and who meet the criteria for Legal Secretary, Range A, as described within the class specification and allocation guidelines dated May 1999, are to be compensated at the appropriate rate for the class effective December 2, 1999, provided the employee held status as a Senior Legal Typist on this date.

2. Incumbents who meet the Alternate Range Criteria for Legal Secretary, Range B, as adopted by the State Personnel Board on July 12, 2001, and who meet criteria as described within the



**class specification and allocation guidelines dated May 1999
(note: the specification and allocations guidelines are
unchanged):**

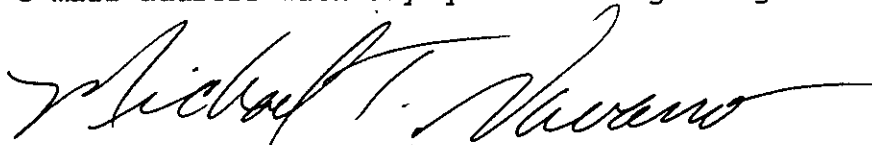
The revision to the Alternate Range Criteria removed the need for an assessment tool for movement to Range B. Employees meeting the new criteria and allocation guidelines are to be moved from Range A to Range B effective March 15, 2001.

3. Legal Secretary positions determined to be misallocated:

The current incumbent remains a Legal Secretary, Range A, until the position is vacated. This incumbent is not eligible for movement to Range B.

DPA will be contacting departments on an individual basis to confirm employee information and verify employee movement based upon the provision of the settlement agreement. Once DPA receives confirmation of this information, it will be submitted to SCO on a flow basis for keying. At that time, the department should advise each incumbent of the impact of the settlement agreement.

Please contact Hortencia Morales at the above telephone number or e-mail address with any questions regarding this correspondence.



Michael T. Navarro, Chief
Classification and Compensation Division

