

M E M O R A N D U M

DATE: December 26, 2001

TO: PERSONNEL MANAGEMENT LIAISONS REFERENCE CODE: 2001-070

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers

FROM: Department of Personnel Administration
Classification and Compensation Division

SUBJECT: CEA Salary Cap Report and Database Update

CONTACT: Dave Combies, Personnel Program Analyst
(916) 324-9381
FAX: (916) 327-1886
E-mail: DaveCombies@dpa.ca.gov

As you are aware, every year State agencies are asked to provide information to the Department of Personnel Administration (DPA) relative to the number and levels of incumbents designated as Career Executive Assignment (CEA). In an effort to simplify the reporting requirements, we have modified the process. Following, for your information, are the steps that must be taken to comply with this year's reporting requirements.

In the past, State departments were required to submit reports to DPA showing their CEA salary cap on each October 1st. Beginning with this year, we have moved the effective date to December 31st with reports due no later than the end of January. You may recall that the salary cap was established in 1996, after the conversion of many of the managerial positions to the CEA category. It was implemented to replace the current position-by-position review by DPA and to provide departments with more flexibility in managing their CEA programs. The annual review by DPA provides valuable information to ensure that the CEA program continues to be administered in a uniform manner consistent with sound personnel management principles.

A copy of a CEA Salary Cap form is attached with instructions for filling it out. However, we would prefer you use an electronic version of the form, so that the completed report may be e-mailed to Dave Combies at the above address. The electronic form is an Excel spreadsheet and may be downloaded from the DPA Personnel Information

Exchange (PIE) website. The form may be expanded if you have more than 15 positions by inserting additional rows. If you do not have PIE, e-mail Dave Combies and ask for an electronic copy of the form.

In order to validate and verify the salary cap, each CEA position must be matched with a corresponding position in DPA's CEA Database. This is necessary, as DPA's CEA Database serves as the official record of all approved CEA position allocations. Unfortunately, DPA's CEA database is not completely accurate because many departments have not kept DPA notified of changes in their CEA positions. At a minimum, titles may have changed and in some cases, other changes that should be reported to DPA may have taken place. The data on many CEAs will have to be updated. A copy of the CEA Database Input Form, with instructions, is attached for your use in order to report these changes to DPA. The form may be reproduced for additional positions. In addition, like the CEA Salary Cap form, the CEA Database Input form is available on DPA's PIE website under "Downloads" and can be e-mailed as above or returned by mail.

Please note that one key item of information is the correct position number for each CEA position. Each month, DPA runs a report from the State Controller's Office (SCO) on CEA incumbents (the CEA Roster). This SCO report is matched up to DPA's CEA database. Many departments have not been reporting position number changes, as demonstrated by the fact that there are now over 400 CEA incumbents who do not match up with corresponding approved CEA positions. It is vital that these be reconciled by identifying each position on the salary cap form against the Active CEA Allocations report from DPA's CEA database. A position may not be included on the salary cap form if it cannot be identified as a bona fide active CEA.

Since departments are required to report significant changes in CEA positions to DPA, Section 400.8 of the Classification and Pay Manual, which outlines these reporting requirements, is also attached.

In order to facilitate the reconciliation of all CEA positions and correctly report the CEA salary caps, we have also included the following DPA CEA database reports and documents:

- Active CEA Allocations - Detail (Sorted by Level)
- CEA Incumbents Without Matching Positions (Sorted by Name)
- Inactive CEA Allocations - Detail (Sorted by Level)
- Section 405 of the Classification and Pay Manual and the CEA Levels Criteria (Note: Use this section to identify an appropriate CEA level.)

PML 2001-070
December 26, 2001
Page 3

Questions on specific CEAs should be referred to your DPA analyst. Questions regarding the salary cap or the forms and reports included in this package should be referred to Dave Combies. As previously indicated, we are asking all agencies to submit this information no later than close of business, January 31, 2002.

for *Wayne Kurahara*
Michael T. Navarro, Chief
Classification and Compensation Division

Attachments



CEA Salary Cap Worksheet & Report

Department Name:						
Department Contact & Title:						
Signature:				Date:		
DPA Analyst:						
1. Record Number	2. Incumbent	3. Primary Function	4. Position Number	5. Authorized Level of Positions	6. Top Step of Level or Special Class	7. Incumbent's Salary
8. TOTAL CEA CAP (Monthly):					\$ -	\$ -

Instructions for the Completion of CEA Salary Cap Report

If additional rows are needed, insert rows in the middle of the form, not including rows 7 or 21. This will maintain the integrity of the formulas.

- 1 Record number (from CEA report furnished by DPA).
- 2 Name of incumbent. If no incumbent, insert "Vacant".
- 3 Enter the primary function of the position. Must be from the list below.
- 4 Position number on payroll history records.
- 5 Insert number 1, 2, 3, 4, or 5 if position is in the band. This is the authorized level: the position may be receiving a higher rate. If the position is in a special CEA class, insert "Special".
- 6 Insert the top step salary of the level or the top step of the CEA class.
- 7 Incumbent's actual salary.
- 8 The "Top Step" & "Incumbents' Salary" columns will automatically be totaled to arrive at the salary cap for the department.
- 9 Sign and date the form on the last page. Please enter the department name on the first page.

Occupational Functions of CEA Positions

- 1 Administration Generally, not Chief Administrative Officer (ADM)
- 2 Budget Officer (BUD)
- 3 Chief Administrative Officer (CAO)
- 4 Chief Deputy Director (CDD)
- 5 Data Processing (EDP)
- 6 Director (DIR)
- 7 Education (EDU)
- 8 Engineering, Construction, and Design (ENG)
- 9 Financial-Investments (FIN)
- 10 Health Care (HCR)
- 11 Information Officer (INF)
- 12 Labor Relations (LRO)
- 13 Legal (LGL)
- 14 Legislative Analysis (LEG)
- 15 Management Analysis (MGT)
- 16 Personnel, inc. AA and Employee Relations (PER)
- 17 Public Safety, Law & Regulation Compliance (SAF)
- 18 Purchasing & Property Appraisal (PPA)
- 19 Quality Management (TQM)
- 20 Regional & Field Administration (RAD)
- 21 Regulatory, Auditing & Review (REG)
- 22 Research, Planning & Evaluation (RPE)
- 23 Resource Conservation (RES)
- 24 Social Security & Rehabilitation (SSR)
- 25 Special Advisor, Administrative Assistant (SAA)

CEA Position Database Input

(See instructions on reverse.)

Department Name: _____

Position Status: Active Inactive Abolished on: _____ Rec. No. _____

Position Title: (50) _____

Position Number: _____ Date Established: _____

Division: (50) _____

CEA Level: (1) _____ (Use 1,2, etc., or 0 [zero] for a CEA Class) CEA Criteria: (2) _____ (See Attached Criteria)

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 |
| <input type="checkbox"/> Deputy Director (DDR) | <input type="checkbox"/> Program Manager (PMR) | |

Legislative Interest (check): High Av. Media Interest (check): High Av.

Total Staff (5): _____ Prof. Staff (5): _____

Level of Supervisor (10): _____ (Use class name, i.e., CEA 3 or Ex A)

Supervisor's Working Title (50): _____

Comments: _____

Date Completed: _____ Completed By: _____

INSTRUCTIONS

Record Number:

The record number must be obtained from the department's CEA position report unless this is a new CEA position (in which case it will be assigned automatically by the database). A copy of the report may be obtained from CCD.

- For data changes, complete the Department Name, CEA Level, and only the items which were changed.
- For abolishments, complete the Record Number and Position Status only.

Position Status:

- Active positions are in the department's budget and may be filled or unfilled.
- Inactive positions are not in the department's budget but are on record as being approved by SPB.
- Abolished positions have been officially abolished by SPB and are no longer in the department's budget.

Field Size:

Entries with a number in parentheses are limited to that number of characters in the database.

Functions:

Only two functions can be listed: primary and secondary.

Legislative & Media Interest:

Most programs should be average in Legislative interest. A few may be scrutinized to an unusual degree. The same is true of Media interest. The interest should be long term, not just a brief problem.

Level of Supervisor:

Use the closest level if not a standard level.

GUIDE TO CLASSIFICATION AND PAY POLICIES AND PROCEDURES

<i>MAJOR AREA</i>	<i>SUBJECT</i>	<i>SECTION NUMBER</i>
CEA	CATEGORY CRITERIA	400

8. **Reporting Requirements**

- 8.1 By the end of every January, departments shall submit reports to DPA and the Department of Finance that show each position the incumbent's name; the position number; the level of the position (Level 1, 2, 3, 4, or 5); the top salary rate of the level of the position; and the actual salary paid to the incumbent, effective December 31st.
- 8.2 DPA maintains, on an ongoing basis, CEA files and CEA database of existing and established CEA positions within each department and agency. These files are available to the Governor's Office for review and to other State departments and agencies for comparisons. Therefore, when changes occur (i.e., position numbers, title change, duties, level change, etc.), each individual department **must** provide to their respective Classification and Compensation Division analyst an updated CEA Position Database Input form, Duty Statement, Key Position Description, and Organizational Charts.



GUIDE TO CLASSIFICATION AND PAY POLICIES AND PROCEDURES

<i>MAJOR AREA</i>	<i>SUBJECT</i>	<i>SECTION NUMBER</i>
CEA	LEVELS CRITERIA	405

405. CAREER EXECUTIVE ASSIGNMENT (CEA) LEVELS CRITERIA

The criteria for the CEA levels are contained in Section 8 (Variable Compensation Plan) of the Introductory pages of the California State Civil Service Pay Scales. They are repeated in this section for ease of reference. (See Attachment 1.) Departments may modify these as appropriate to meet specific department needs.

1. The five levels of CEAs are retained because of the State Personnel Board's requirement that they be used for merit-related issues such as reinstatement and transfer determinations. The Department of Personnel Administration (DPA) views the CEA as one class with one very broad pay band of flat salary rates. The band is extended for incumbents who are attorneys or medical doctors. DPA does recognize the levels for the one purpose of establishing a salary cap for CEA positions in each department.

2. General Guidelines for Evaluation of CEA Positions

These guidelines are intended to assist in the process of allocating positions to one of the five pay levels within the CEA category. They are not absolutes because each CEA position must be evaluated in terms of management responsibility as ascertained from the following factors (see C&P Guide Section 425, Key Position Description):

- The reporting level.
- The scope, complexity, and sensitivity of policy and program responsibility.
- The size of the organization and nature of the agency served.
- The impact of recommendations and decisions in determining programs and establishing and implementing policy.
- The dollar volume of decisions made.
- The scope of decisions made or advice rendered in relation to the organization, State Government, or the State as a whole.
- The department size.
- The role of the position in the organization (Director, Chief Deputy Director, Deputy Director, Division Chief, Program Manager, Specialist).

GUIDE TO CLASSIFICATION AND PAY POLICIES AND PROCEDURES

<i>MAJOR AREA</i>	<i>SUBJECT</i>	<i>SECTION NUMBER</i>
CEA	LEVELS CRITERIA	405

- The impact of the individual on the job and the organization.

Allocation decisions should be made by an analysis of as many factors as possible so that one factor, such as size, does not have an overpowering influence.

2.1 Specific Criteria

In addition to these general guidelines, more specific criteria or examples of allocations are provided in Attachment 1 for each managerial level within the CEA category. These are to be used as guidelines in developing each departments specific level criteria.

2.2 Definitions

Attachment 2 contains definitions of the general terminology used in the criteria.

CEA LEVELS CRITERIA

The pay level of a CEA is determined by DPA based on the following criteria.

CRIT.CODE	DEPARTMENT SIZE	CEA CRITERIA
CEA 1		
1A.	SMALLEST/SMALL DEPARTMENT	DIVISION CHIEF with a program of AVERAGE responsibility and complexity.
1B.	MODERATE, LARGE DEPARTMENT	PROGRAM MANAGER with FULL management and supervisory responsibility for a SPECIALIZED function.
1C.	MODERATE, LARGE DEPARTMENT	High level STAFF SPECIALIST with AVERAGE coordinating or program planning responsibility
CEA 2		
2Q.	SMALLEST DEPARTMENT	CHIEF DEPUTY DIRECTOR in one of the smallest departments with SIGNIFICANT responsibility for policy formulation and line operations.
2B.	SMALLEST/SMALL DEPARTMENT	DEPUTY DIRECTOR with responsibility for a SIGNIFICANT program.
2A.	MODERATE or LARGE or AGENCY	DEPUTY DIRECTOR with MORE LIMITED LEVEL DEPARTMENT program responsibility.
2E.	SMALLEST or SMALL DEPARTMENT	DIVISION CHIEF with SIGNIFICANT program responsibility
2F.	MODERATE DEPARTMENT	DIVISION CHIEF with responsibility for a SIGNIFICANT TECHNICAL program
2D.	LARGE DEPARTMENT	DIVISION CHIEF with responsibility for a program of AVERAGE responsibility and complexity.
2C	AGENCY LEVEL DEPARTMENT	DIVISION CHIEF with MORE LIMITED program responsibilities.
2I	MODERATE DEPARTMENT	PROGRAM MANAGER with a function of AVERAGE responsibility and complexity.
2H	LARGE or LARGEST DEPARTMENT	PROGRAM MANAGER with a CRITICAL program of LIMITED scope.

CRIT. CODE	DEPARTMENT SIZE	CEA CRITERIA
2G	AGENCY LEVEL DEPARTMENT	PROGRAM MANAGER with MORE LIMITED program responsibilities.
2K	MODERATE or LARGE or AGENCY	High level STAFF SPECIALIST with MAJOR LEVEL DEPARTMENT coordinating or program planning responsibility.
CEA 3		
3A	SMALLEST DEPARTMENT	CHIEF DEPUTY DIRECTOR with a SIGNIFICANT role in formulation of policy and in the management of LINE operations.
3B	SMALL DEPARTMENT	CHIEF DEPUTY DIRECTOR who is a member of the executive staff with LIMITED responsibility for LINE operations.
3D	SMALLEST DEPARTMENT	DEPUTY DIRECTOR with responsibility for the department's PRIMARY MISSION.
3C	MODERATE or LARGE or AGENCY LEVEL DEPT	DEPUTY DIRECTOR with a MORE LIMITED program scope, responsibility or impact.
3F	MODERATE or LARGE or AGENCY LEVEL DEPT.	DIVISION CHIEF with SIGNIFICANT program responsibility
3G	LARGEST DEPARTMENT	DIVISION CHIEF with a MORE LIMITED scope of program responsibility
3J	MODERATE DEPARTMENT	PROGRAM MANAGER with SIGNIFICANT responsibility for a highly TECHNICAL program, e.g., education or engineering.
3I	LARGEST DEPARTMENT	PROGRAM MANAGER with a SIGNIFICANT program responsibility.
3K	AGENCY LEVEL DEPARTMENT	High level LEGAL STAFF SPECIALIST with MAJOR coordinating and program planning responsibility.
3H	SMALL LEGAL PROGRAM	DEPUTY DIRECTOR/DIVISION CHIEF with responsibility for a SMALL LEGAL program
CEA 4		
4A.	SMALLEST or SMALL DEPARTMENT	DIRECTOR with a highly SPECIALIZED mission.

CRIT. CODE	DEPARTMENT SIZE	CEA CRITERIA
4B	SMALL or MODERATE DEPARTMENT	CHIEF DEPUTY DIRECTOR with a SIGNIFICANT role in formulation of policy and in the management of LINE operations.
4D	MODERATE DEPARTMENT	DEPUTY DIRECTOR with responsibility for the department's PRIMARY program.
4C	LARGE or AGENCY LEVEL DEPARTMENT.	DEPUTY DIRECTOR with policy and program responsibility of SIGNIFICANT scope, complexity, or sensitivity.
4F.	MODERATE DEPARTMENT	DIVISION CHIEF with responsibility for a highly TECHNICAL program, e.g., engineering or education.
4E.	LARGEST DEPARTMENT	DIVISION CHIEF with SIGNIFICANT program responsibility.
CEA 5		
5A.	SMALL DEPARTMENT	DIRECTOR with policy and program responsibilities of SIGNIFICANT scope, complexity, or sensitivity
5B.	LARGE DEPARTMENT	CHIEF DEPUTY DIRECTOR
5C.	LARGEST DEPARTMENT	DEPUTY DIRECTOR in one of the largest departments with responsibility for a SIGNIFICANT program.
5D.	AGENCY LEVEL DEPARTMENT	DEPUTY DIRECTOR with responsibility for the Department's primary mission.

**CHIEF ADMINISTRATIVE OFFICER
ALLOCATION STANDARDS**

CRIT. CODE	DEPARTMENT SIZE	CEA CRITERIA
CEA 1		
1D.	SMALLEST DEPARTMENT	CAO who has charge of MOST administrative services as well as a MAJOR segment of a (OR ENTIRE) LINE program, reporting to the Director or Chief Deputy Director.
1E.	SMALL DEPARTMENT	CAO who has responsibility for a FULL range of administrative services, administering the functions through lower level administrators, and reporting to a Chief Deputy Director or Director.
CEA 2		
2N.	SMALL	CAO who has charge of a FULL range of administrative services as well as a MAJOR segment of the (OR ENTIRE) LINE program, reporting to the Director or Chief Deputy.
2M.	MODERATE DEPARTMENT	CAO who has charge of the MAJOR portion but not the full range of administrative functions.
2L	LARGE DEPARTMENT	CAO who reports to a Chief of Administrative Services, and has responsibility for MOST administrative functions of MAJOR consequence, administering the functions through subordinate managers.
2J.	LARGEST DEPARTMENT	CAO who reports to an institution or region head, and who is one of a small management team (4 or less) who are responsible for all program and administrative functions of the institution or region.
CEA 3		
3N.	SMALL to MODERATE DEPARTMENT	CAO who has charge of a FULL range of administrative services as well as a MAJOR segment of the (OR ENTIRE) LINE program, reporting to a Director or Chief Deputy Director AND where the Director is fully committed to making ALL department wide major policy decisions by majority vote of the executive staff of which the incumbent is a member

CRIT. CODE	DEPARTMENT SIZE	CEA CRITERIA
3M.	MODERATE DEPARTMENT	CAO who has charge of the FULL range of administrative functions and has SIGNIFICANT departmental policy influence.
3L.	LARGE DEPARTMENT	CAO who has charge of a FULL range of administrative functions of MAJOR consequence, administering these functions through subordinate managers.
CEA 4		
4G.	LARGE DEPARTMENT	CAO who has charge of a FULL range of administrative functions of MAJOR consequence, administering these functions through subordinate line managers, and is responsible for a MAJOR segment of (OR ENTIRE) LINE program.
4H.	LARGEST DEPARTMENT	CAO who has charge of the FULL range of administrative functions

**ALLOCATION STANDARDS FOR CEA LEVELS 2 AND 3
WHEN USED BY AN AGENCY**

CEA 2

2S. ASSISTANT TO THE SECRETARY

Positions at this level typically function as advisors to the Agency Secretary in the formulation and implementation of Agency programs and policies. Incumbents have functional responsibility for programs such as the coordination of resources planning, project evaluation, departmental information programs, or legislative liaison activities within the Agency.

1. Acts as **STAFF ASSISTANT** to the Agency Secretary in the management and coordination of a **MAJOR AGENCY PROGRAM OR PROGRAMS**.
2. Serves as a **TECHNICAL RESOURCE PERSON** to the Agency Secretary for a **MAJOR AGENCY GOAL** or for an **AGENCY FUNCTION** such as public relations, legislation, or budgets.
3. Serves as an **AGENCY TROUBLE-SHOOTER**, identifying problem areas in specific Agency programs crossing departmental lines and involving interdisciplinary functions and policies.
4. Serves as a **LIAISON PERSON** between the Agency office and other State agencies, the Executive Branch, and other governmental and private agencies.
5. Serves as a **GENERAL LIAISON PERSON** between the Agency Secretary and one or more of the Agency's operating departments.
6. Represents the Secretary and Chief Deputy Secretary before various committees, boards, commissions, legislative committees, and other civic and governmental organizations.

CEA 3

3S. ASSISTANT SECRETARY

Positions at this level typically serve as members of the Secretary's top advisory team. As such, incumbents are full participating members of the Secretary's management group and provide direct input on all Agency decisions. Incumbents may serve as lead persons over other Agency staff members and/or act with full authority as Agency Secretary in the absence of the Secretary or his/her Chief Deputy.

1. Acts as a full participating member of the Secretary's decision-making team. Typically provides input on all sensitive and complex Agency decisions.

2. Acts as STAFF ASSISTANT to the Agency Secretary in the management and coordination of MAJOR AGENCY PROGRAMS which cross departmental lines and involve interdisciplinary functions and policies. Typically, incumbents have contacts with departmental directors and other high-level personnel in the Executive Branch and other State agencies.
3. Serves as a STATEWIDE COORDINATOR of a MAJOR program which is HIGHLY SENSITIVE and COMPLEX, such as energy conservation and planning or employer-employee relations. Typically, such assignments include serving as the Secretary or Governor's personal representative to high-level boards or commissions.
4. Represents the Secretary and Chief Deputy Secretary at Cabinet, sub-Cabinet, and the Legislature.
5. May act as a LEAD PERSON over one or more Assistant to the Secretary positions and other Agency technical staff while performing as chief coordinator of a program critical to the mission of the Agency.
6. May act with full authority to commit all or a significant part of an Agency's resources in the absence of the Agency Secretary and Chief Deputy.
7. Represents the Secretary, Chief Deputy, and/or the State of California on the highest level committees, boards, commissions, and before other civic and governmental organizations. Typically, such representation constitutes full membership and participation in all policy decision making.



DEFINITIONS FOR CEA LEVELS CRITERIA

The following definitions clarify some of the general terminology used in the preceding levels criteria. The following definitions should be used when making CEA levels assignments.

I. TYPES OF POSITIONS

A. DIRECTOR

- By definition or constitutional authority, the Director is the Chief Executive Officer of a department.

B. CHIEF DEPUTY DIRECTOR

- Reporting to the Director, at the first organizational level.
- Responsible for administering all functions of a department.
- Acts for the Director in his/her absence.

C. DEPUTY DIRECTOR

- One of two or three Assistants to the Director.
- Responsible for more than one division.
- Positions found at the second organizational level.

D. DIVISION CHIEF

- Responsibility consists of all aspects of a specific program.
- Positions usually found in the 2nd (in small departments) or 3rd (in moderate or large departments) organizational level.
- The size of department, number of divisions in a department, and staff size are all factors considered in determining the appropriate level of a division chief.

E. PROGRAM MANAGER

- Usually responsible for a specific program area within a division.
- Has full management and supervisory responsibility.
- Administers the program through subordinate supervisors.
- Allocations occur in the 3rd and 4th organizational level depending on department size.

F. HIGH LEVEL STAFF SPECIALIST

- Assistant which reports directly to the Directorate.
- Performs specialized and nonsupervisory functions.
- Impacts the entire department.
- Examples: Information Officers, Legislative Coordinators, Special Advisers to Boards or Commissions.
- These positions are always found at the 2nd organizational level. May have direct supervisory responsibility, but typically does not have subordinate supervisors.

G. AGENCY ASSISTANT

- Coordinators responsible for a single or multiple program crossing departmental lines.
- Typically allocate at either CEA II or CEA III level.

II. DEPARTMENT SIZE

Largest.....over 8,000
Large4,001 to 8,000
Moderate1,001 to 4,000
Small201 to 1,000
Smallest.....up to 200

III. AGENCY LEVEL DEPARTMENTS

The following are the only departments considered "Agency Level." These departments have been identified by the direct reporting relationship to the Governor (or Governor's Office) and the salary level of the Director.

Department of Finance
Department of Food and Agriculture
Department of Industrial Relations
Department of Personnel Administration
Trade and Commerce Agency
Department of Veterans Affairs

IV. BREADTH OF RESPONSIBILITY

To determine the responsibility level of the department, consider the number of people impacted by the mission and the nature of the impact, i.e., Department of Health's Toxics Division where literally everyone is impacted and the impact is a serious health risk v. the Department of Conservation's Recycling Division where

everyone should be impacted, the nature of the impact is less tangible; and what proportion of the mission is the specific position in question responsible for?

A. SIGNIFICANT RESPONSIBILITIES

Within a specific department, there is generally only one CEA position with significant responsibilities.

LARGEST, LARGE, or
MODERATE SIZED DEPARTMENT

The position is responsible for either a highly critical program or a portion of the primary program that has the greatest impact.

SMALL DEPARTMENT

The position is responsible for the major portion of the department's primary mission.

B. AVERAGE RESPONSIBILITY

Within a department, responsibility for the primary mission is divided among several positions.

C. LIMITED RESPONSIBILITIES

LARGEST, LARGE, or
MODERATE SIZED DEPARTMENT

Positions are responsible for a small portion of the primary program or a noncritical, nonprimary program, staff size is generally small.

SMALL, SMALLEST DEPARTMENT

The limitation is on the nature of the primary program or basic mission.

V. MISCELLANEOUS

A. TECHNICAL PROGRAM

A program is considered technical when the professional staff of the specific program are traditionally required to possess a license or credential obtained after completion of four years of college. Some of these programs have alternative career paths requiring numerous years of training in lieu of college and licensure.

B. CRITICAL PROGRAM

The criticality of a program is determined by the amount of legislature and media interest. Critical programs are of high interest to both the Legislature and Media.

C. PRIMARY PROGRAM

Departments generally have only one primary program. The primary program is clearly distinguishable in the department's mission statement.