

M E M O R A N D U M

DATE: November 26, 2002
TO: PERSONNEL MANAGEMENT LIAISONS REFERENCE CODE: 2002-077

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Management Liaison
Personnel Officers
Employee Relations Officers

FROM: Department of Personnel Administration
Classification and Compensation Division

SUBJECT: CSEA Units 1, 3, 4, 11, and 15
Article 14 (Classification)

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As part of the collective bargaining process, the Department of Personnel Administration (DPA) and California State Employees Association (CSEA) negotiated changes in Article 14, Section 14.1 Classification Changes for Units 1, 3, 4, 11, and 15, effective January 1, 2002. Because of the moratorium on classification and pay items (Personnel Management Liaison [PML] Memorandum 2001-049), there has been limited activity regarding classification proposals. However, any classification changes initiated from January 1, 2002, forward are subject to the new contract provisions, unless otherwise specified in the CSEA contract.

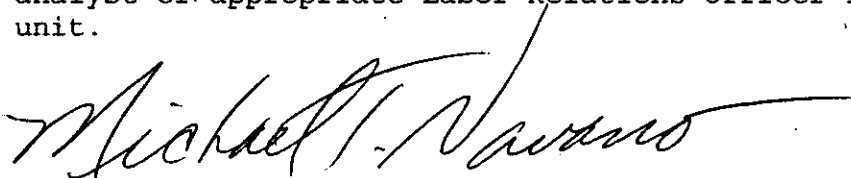
Section 14.1, Classification Changes, articulates the commitment of the parties to working cooperatively when there is an identified need to create or make modifications to civil service classes. Because of the meet-and-confer aspect of the classification and compensation component, the new contract language requires DPA Labor Relations Officers to be involved up front in the early stages of classification proposals. Therefore, effective immediately, DPA's Classification and Compensation Division (CCD) must withdraw departments' delegated responsibility for union notification regarding classification changes in CSEA Units 1, 3, 4, 11, and 15. Section 100 of the Classification and Pay Manual is in the process of being revised to provide additional guidance and procedures

regarding these changes, and it will be released in a separate PML. Following is a summary of the new process:

1. During the developmental stages of a new or modified class specification, the Union will have an opportunity to be more actively involved in providing feedback during the development of the class specification. There is some discretion by management and DPA on when to involve the Union initially; however, the intent is to build a cooperative effort. DPA will notify the Union in writing of the State's intent to create a new classification or to modify an existing one. The Union will have 30 days to express an interest in meeting on the proposal by responding in writing.
2. The Union has the option to "meet-and-confer" with DPA on the class specification.
3. The Union also has the option to "meet-and-confer" with DPA regarding the compensation for the class, prior to adoption by the State Personnel Board (SPB).
4. In cases where no agreement can be reached on the class specification and compensation aspects, DPA has the ability to move forward with the item as a Hearing Item at SPB, after the mediation process.
5. Allegations of noncompliance with the procedural steps and timeframes described in Section 14.1 are subject to the grievance and arbitration procedure.

As classification proposals are presented to DPA by departments, DPA Labor Relations Officers and CCD analysts will work with the departmental human resources and labor relations staff regarding this new classification change process.

If you have any questions, please consult with your assigned CCD analyst or appropriate Labor Relations Officer for the bargaining unit.



Michael T. Navarro, Chief
Classification and Compensation Division