

State of California

M E M O R A N D U M

TO: PERSONNEL MANAGEMENT LIAISONS **DATE:** January 21, 2003
REFERENCE CODE: 2003-005

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Personnel Officers

FROM: Department of Personnel Administration
Policy and Operations Division

SUBJECT: CEA Salary Cap Report and Database Update

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As you are aware, the Career Executive Assignment (CEA) 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 the Department of Personnel Administration (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.

Every year State agencies must provide salary cap information on their CEA Positions. As of 2001, the reporting date was changed from October 1st to December 31st. In order to reflect first of the year changes, the reporting date for this year is January 1, 2003, with the salary cap reports due to DPA by February 28, 2003.

A copy of the CEA Salary Cap Report Form is attached with instructions for filling it out. The form is an Excel spreadsheet and also may be downloaded from the DPA's Personnel Information Exchange (PIE) Web site. We prefer that you use the electronic version so that the completed report may be e-mailed to your DPA analyst. The form may be expanded if you have more than fifteen positions by inserting additional rows. (Click the "Instructions" tab on the worksheet for more detail.)

In order to report the salary cap correctly, each CEA position must be identified against DPA's CEA Database, which identifies approved

CEA positions. At the time a CEA position is approved by the State Personnel Board, DPA establishes a file which includes the Board Item and other pertinent information. The approved position is recorded in the database and a unique record number, which never changes, is assigned to the position.

Unfortunately, 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 is also available on PIE and may be reproduced for additional positions.

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 Controllers Office (SCO) on CEA incumbents (the "CEA Roster") which is matched to the CEA Database. Many departments have not been reporting position number changes as demonstrated by the fact that there are now about 280 CEA incumbents not matching up with corresponding approved CEA positions. These must be reconciled by identifying each individual's position in the CEA Database. A position may not be included on the salary cap form if it cannot be identified as a bona fide, approved, CEA.

Classification & Pay (C & P) Guide Sections 400-450 provide details on the reporting requirements for the CEA Database. These sections are being updated and will be issued shortly.

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

- "Active CEA Positions--Filled and Vacant--by Department" including record number.
- "CEA Incumbents Without Matching Positions" (sorted by name)

The first report is created by matching the position numbers recorded in the database to the position numbers reported to SCO on payroll. The second report shows individuals whose position numbers reported to SCO do not match positions in the database.

A copy of the CEA Position Database Input Form is included in this package. Like the CEA Salary Cap Worksheet, the database form is available on PIE under "Downloads." The CEA Position Database Input

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Form should be filled out when changes to the database including position number changes need to be reported. These may be e-mailed as above or returned by "snail mail."

The CEA Levels Criteria may be found in Section 405 of the C & P Guide and Section 8 of the Civil Service Pay Scales, Variable Compensation Plans.

Questions on the salary cap or specific CEAs should be referred to your DPA analyst. Questions regarding the forms and reports included in this package should be referred to Dave Combies at the number listed above. As previously indicated, we are asking all agencies to submit this information no later than close of business, February 28, 2003.

Bob Painter, Chief
Policy and Operations Division

Attachments