

*State of California*

**M E M O R A N D U M**

**TO:** PERSONNEL MANAGEMENT LIAISONS      **DATE:** January 23, 2003  
**REFERENCE CODE:** 2003-007

**THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:**

Personnel Officers

**FROM:** Department of Personnel Administration  
Policy and Operations Division

**SUBJECT:** Classification and Pay Guide, Revision #12

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This revision contains procedural changes and clarification on the Board Item Process that were effective January 1, 2002, for California State Employees Association (CSEA) Bargaining Units 1, 3, 4, 11, and 15. Section 14.1, Classification Changes, of each unit's contract articulates the commitment of the parties to work cooperatively when there is an identified need to create or make modifications to civil service classes.

As outlined in PML 2002-077, the Department of Personnel Administration has withdrawn departmental delegation for Union notification where these bargaining units are concerned. Effective immediately, the enclosed procedures should be followed for all new classification proposals involving CSEA Units 1, 3, 4, 11, and 15.

Please duplicate and distribute the changes to all holders of the Classification and Pay Guide in your department. The revision record in Section 3 should be completed after the changes are inserted.

FILING INSTRUCTIONS:

**REMOVE**

**INSERT**

Section 100  
100.1-100.9

Attachment 3A  
Attachment 3B  
Attachment 12C  
Attachment 13A  
Attachment 13B  
N/A  
N/A

Section 100  
100.1-100.13

Attachment 3A  
Attachment 3B  
Attachment 12C  
Attachment 13A  
Attachment 13B  
Attachment 21  
Attachment 22

If you have any questions regarding information in this revision,  
please contact your assigned Classification and Compensation analyst.

Bob Painter, Chief  
Policy and Operations Division

Attachments

GUIDE TO CLASSIFICATION AND PAY POLICIES AND PROCEDURES

<i>MAJOR AREA</i>	<i>SUBJECT</i>	<i>SECTION NUMBER</i>
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## 100. BOARD ITEMS

### 1. Introduction

Government Code (GC) Section 18800 provides that “the [State Personnel] board shall create and adjust classes of positions in the State civil service. The classes adopted by the board shall be known as the Personnel Classification Plan of the State of California. . . .” GC Section 19818.6 provides that “the department [of Personnel Administration] shall administer the Personnel Classification Plan . . . including the allocation of every position to the appropriate class in the classification plan.”

Based upon these provisions of the law, the Department of Personnel Administration (DPA) is responsible for developing and submitting classification changes to the State Personnel Board (SPB) for adoption. An **Overview Flow Chart** of the Board Item Process, which is applicable to many of the bargaining units, is shown as **Attachment 1**.<sup>1</sup> Delegation agreements provide varying degrees of DPA involvement in the technical development and presentation of classification proposals. Each department’s delegation agreement will state the specific degree of DPA involvement and may supersede the process descriptions presented in this Section. The following portions of this Section discuss processing functions which **may** or **may not** be delegated to specific departments.

### 2. General Information

#### 2.1 Personnel Management Policy and Procedures Manual

Section 100 of SPB’s Personnel Management Policy and Procedures Manual contains detailed information about procedures and requirements of the Board relative to classification proposal development and submission. Departments should review Section 100 in the manual carefully to ensure that direct submission of classification proposals under DPA’s delegated authority continues to meet the Board’s requirements.

<sup>1</sup> Please see Item 4 for new procedures and process regarding Units 1, 3, 4, 11, and 15.

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## **2.2 Board Meeting Dates and Time Frames**

At the end of each calendar year, SPB distributes via a “Memo To: All State Agencies and Employee Organizations” the Board Meeting Schedule for the upcoming year to each department’s personnel office. (SPB prints this memo on Pink paper and it is referred to as a “Pinkie”; see **Attachment 2**.) It is the responsibility of the personnel officer to be sure that this Pinkie is distributed to everyone in their department who processes Board Items.

The due date for each step in the Board Item Process has been calculated for you in **Attachment 3A** (for delegated departments) or **Attachment 3B** (for nondelegated departments).

In December of each year, Attachments 3A and 3B will be updated and sent to each department personnel officer as a revision to the C&P Guide. The update will be sent via a Personnel Management Liaison (PML) memo. NOTE: Board meeting dates might be changed by SPB during the year. Please verify the dates with your Classification and Compensation Division (CCD) departmental analyst.

## **2.3 Consent Calendar**

**CONSENT:** Board action required. A completed Board Item package is included in the Board calendar. Items submitted as Consent include:

- Establishment of civil service classes
- Classification proposals identified by SPB staff as important or sensitive
- Changes to class titles or definitions which significantly alter the class concept
- Changes to probationary periods
- Abolishment of classes
- Resolutions affecting the status of individuals

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## **2.4 Staff Calendar**

**STAFF:** Can be approved by SPB staff. No further action by the five-member Board is required. The effective date is the date the item is approved by SPB staff. A brief summary of the item is included in the SPB Calendar for information only.

### **2.4.1 Format**

Submit a Staff Item cover memorandum to SPB staff that fully explains and justifies the revision. The memorandum should contain a “Summary of Issues,” “Background,” “Recommended Change,” and “Justification” (see **Attachment 20**).

Prior to submitting the Staff Item cover memorandum to SPB staff, the representative employee organization must be noticed in writing in accordance with its memorandum of understanding (MOU). In addition, a phone discussion with the employee organization is needed to verify that the employee organization is not in opposition to the revision.

The Staff Item cover memorandum must contain a statement that the representative employee organization does not oppose the revision, and it must provide the name and phone number of the employee organization contact for any necessary follow-up.

A copy of the proposed revised class specification, in ~~strikeout~~ and underline format, must be included with the Staff Item cover memorandum. The proposed specification must be typed by DPA support staff before submitting to SPB staff. For delegated departments, submit to your CCD analyst the proposed specification for typing and include a copy of the Staff Item cover memorandum for information.

At the time the Staff Item cover memorandum and proposed specification(s) are submitted to SPB staff for approval, a package containing a copy of the Staff Item cover

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memorandum, proposed specification(s), completed class data sheet(s), and any other background information must be submitted to DPA's Pay Letter Coordinator.

**2.4.2 Examples of Appropriate Classification Revisions for a Staff Calendar Item**

- Minor revisions to typical tasks and duties that reflect current usage or updated language. The revisions must not be significant enough to change the class concept.
- Minor revisions to minimum qualifications such as to broaden the minimum qualifications to enlarge the candidate group; to clarify existing minimum qualifications; to add an early entry feature; to update educational requirements when there has been a change in the required curriculum; or to delete obsolete requirements.
- Changes to knowledge and abilities resulting from the findings of a validation study or current usage in the class, such as classes now using computers that did not use them when the last specification revision was made.

**2.4.3 Examples of Inappropriate Classification Revisions for a Staff Calendar Item**

- Any revision to which there is known or anticipated opposition by the representative employee organization.
- Any revision requiring a status resolution.
- Any revision which results in a change in the class concept.
- Any revision in which the totality of the changes is significant.
- Any revision involving known controversial or sensitive issues.

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- A revision to a servicewide class, unless it is required as a result of a validation study or a collective bargaining agreement.

## 2.5 Hearing Calendar

**HEARING:** These are classification actions that are contested either by SPB or the union. The Board Item cover memo should include a description of the “Reason for Hearing,” as well as discussion of the issues.

**HEARING FOR DRUG TESTING:** SPB must approve, via a public hearing, the inclusion of a requirement of drug testing for a class. The Board Item cover memo must document the sensitivity of the class and the consequences of drug-related behavior and that drug testing is, therefore, job related for the class. Please refer to SPB Rule 213 for specifics regarding factors which identify a class as drug-sensitive.

Delegation agreements may provide for differing degrees of DPA involvement in hearing items; however, DPA should typically be consulted if a hearing appears imminent.

## 3. Classification Board Item Process

The following portion of Section 100 provides technical processing information for all classification proposals. Blank forms are included for departments with delegated authority to photocopy and use, and completed examples of these forms are included as instruction for both departmental and the CCD staff. Many of these forms are available to departmental staff on diskette in Microsoft Word format. CCD and departmental staff may refer to **Attachment 4** for descriptions of DPA computer-generated documents utilized in the Board Item Process. Special notice should be taken of the checklist for Final Board Item Packages shown as **Attachment 5**. This checklist cites all documents necessary for processing a classification item, as well as the distribution of these documents.

In the following discussion, forms and documents in boldface type are arrayed in the order in which they are typically presented during the development and approval of classification proposals. Thus, the concept document is presented and discussed first, as it is the first step in presenting a department’s proposal either to DPA or SPB. Instructions on preparation of the Pay Letter and final

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copying and distribution of class specifications are last, as these are the final actions which bring closure to the classification proposal process.

### **3.1 Instructions for Departments That are Delegated the Board Item Process**

In the following: “3.2 Instructions for Processing Board Items,” all of CCD staff’s responsibilities may be delegated to departments (except approval of the concept, completion of the item schedule sheet to SPB, and typing the final specification). Departments should refer to their delegated agreements with DPA regarding the requirements.

**Note: See new procedures in Item 4 for Units 1, 3, 4, 11, and 15, effective January 1, 2002. Departments no longer have delegation for union notification involving classification proposals for these units.**

### **3.2 Instructions for Processing Board Items**

**NOTE: See Item 4 for additional instructions regarding Units 1, 3, 4, 11, and 15.**

Department submits Classification Proposal Request (CPR) to DPA for review and approval. Departments may use the prepared form **Part A. Classification Proposal Concept (Attachment 6)** or respond to the questions on typed pages. Each question must be addressed fully. A draft class specification may be submitted with the concept. All submissions of a CPR and other related documentation require completion of the **Classification Proposal Request Transmittal Form (Attachment 7)** with original signatures.

**Typing of new class specifications and revisions to existing specifications must be done by CCD support staff.** This ensures that correct format is followed; class codes, schematic codes, and alternate range criteria numbers are properly assigned; and a master specification is entered into the specification file.

The CCD analyst will share the CPR, specification, and other relative information with the appropriate DPA Labor Relations Officer (LRO) for input relative to bargaining considerations and, upon approval of the CPR, class specification, and/or salary analysis by the CCD analyst

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(typically within two weeks), a DPA-approved transmittal form will be returned to the department as indication to proceed with the development of the remaining portions of the Board Item Process.

Upon receipt of the signed transmittal form, the department will complete **Part B. Classification Considerations (Attachment 8)** and submit all related documents to CCD for review and approval. Each question in Part B must be answered fully. If the proposal is to establish a new class, develop a deep class, or is any classification action which impacts salary, **Part C. Salary Analysis (Attachment 9; also see C&P Guide, Section 200)** must also be completed and submitted in conjunction with Part B. New class establishments and other proposals with salary impact also require submission of a properly completed **Form 137 (Attachment 10; also see C&P Guide, Section 145)**. If a class **specification (Attachments 11A and 11B; also see C&P Guide, Sections 170 and 171)** has not been submitted with the CPR, it must be submitted with Part B.

Depending on the bargaining unit agreement, CCD staff may be required to send **Preliminary Union Notification (Attachments 12A, 12B, and 12C; also see C&P Guide, Section 160)** letter(s) to the appropriate Union(s) for proposals which include establishment of or revision to classes whose incumbents are rank and file. A **Courtesy Notification (Attachments 13A and 13B)** letter(s) is sent to interested groups for proposals whose incumbents are not rank and file. Proposals impacting both rank-and-file and excluded incumbents require both types of notification. **(See Item 4 for additional instructions on Units 1, 3, 4, 11, and 15.)**

Prior to submission of a classification proposal to SPB, CCD staff will prepare an **SPB Item Cover Memo (Attachment 14A)** with required **Recommendations and Resolutions (Attachment 14B)**. “Part B. Classification Considerations” and the class specification are attached to the SPB Item Cover Memo when presented to SPB.

An aid in the development of classification proposals entitled **Checklist for Classification Proposals (Attachment 15)** outlines a synopsis of the analytical process required in the development and presentation of all classification proposals. This form may be submitted with other classification documentation if utilized by

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departmental staff, or may be used by CCD staff as a checklist for review and assessment of proposals submitted by departments. CCD staff will also prepare a **Classification Item Transmittal (Attachment 16)** form for the proposal.

Pay Letter information will be prepared by the CCD analyst utilizing the **Class Data Sheet (Attachment 17A; also see C&P Guide, Section 115)** and related **Analyst Instructions for Pay Letter Process (Attachment 17B)**, **Checklist for Clearance of Class Data Sheet (Attachment 17C)**, and **Class Data Sheet Instructions (Attachment 17D)**. If relevant to the proposal, **Salary Movement Instructions for Status Resolutions (Attachment 17E)**, **Salary Movement Instructions for CBID Changes From Supervisory to Managerial (Attachment 17F)**, or **Salary Movement Instructions for Alternate Range Criteria (Attachment 17G)**, may also be required for appropriate development of Pay Letter information. CCD staff will enter the proposed classification action on the automated **SPB Scheduling Sheet (Attachment 18)**.

*NOTE: CCD staff must submit every Board Item with Pay Letter documentation to the Personnel Services Branch (PSB) in CCD/DPA two weeks prior to submission of their Board Items to SPB and the Unions. PSB will review the Board Items and Pay Letter documentation for completeness and accuracy and return the items to CCD staff to continue the Board Item process.*

CCD will provide a **Final Union Notification (Attachment 19; also see C&P Guide, Section 160)** letter to bargaining unit representatives for all classification proposals impacting rank-and-file incumbents based upon the requirements stated in the appropriate Bargaining Unit Contract.

Prior to adoption of a classification proposal, the CCD analyst, DPA LRO, and departmental personnel office staff will respond to any union inquires related solely to the classification proposal. Based upon bargaining unit agreements (with the exception of Units 1, 3, 4, 11, and 15) issues relative to salary may not be entertained until after adoption of the classification proposal. Upon adoption of the classification proposal, the CCD analyst, DPA LRO, and departmental staff will determine the appropriate course of action in response to union concerns regarding salary issues.

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Upon receipt of the SPB minutes indicating adoption of the classification proposal, CCD support staff will prepare documentation which signifies approval in a Pay Letter, prepare a finalized class specification, and send the specification to SPB for duplicating and distribution to using departments.

**4. New Procedures for CSEA Master Table (Units 1, 3, 4, 11, and 15)**

The following Master Table contract language for Section 14.1 Classification Changes applies to Units 1, 3, 4, 11, and 15. The contract language is identified in the alphabetical portions below, and the procedures and clarification follow each section. An overview of the process is charted in **Attachment 22**.

- A. Effective January 1, 2002, when DPA proposes establishment of a new classification or modification of an existing one, it shall inform the Union in writing of the proposal. The Union may request to meet and confer with DPA regarding the classification proposal. Failure to respond in writing within 30 calendar days of receipt of the notice shall constitute a waiver of the Union's right to meet and confer over the classification proposal prior to submittal to SPB for consideration.

Procedure and Clarification

- A cooperative working relationship should be established between the State and the Union. Departmental management has some discretion on when to involve the Union as part of any “**informal discussion**” on class changes/concept.
- Departments should submit a classification concept, including class considerations and a draft specification, to DPA for review and approval. If there are any salary implications, a salary analysis should also be prepared for DPA consideration. **(See Item 3.2 for additional information on the forms/process.)**
- DPA will provide the notice to the Union. The Union notification will contain a brief summary of the proposed new or revised classification. A “draft” specification may also be provided.

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- If the Union does not respond with a written response within 30 calendar days, it is considered a waiver of the need to meet and confer. DPA may forward the item to SPB as uncontested (see **Item E**).
- B. The first negotiations meeting shall take place within 20 calendar days of the Union's request unless the parties agree to a different date. The purpose of the negotiations shall be the classification specifications and the compensation.

Procedure and Clarification

- Meet and Confer Process: A DPA Labor Relations Officer **MUST** be involved in the meet and confer process if/when requested by the Union.
  - DPA will conduct the meet and confer process (unless otherwise specified by the DPA Labor Relations Officer). Impacted departments may be represented during the meet and confer by their Personnel Office staff, Labor Relations Officer, or line program management who are familiar with the class proposal.
  - The meet and confer discussion will be limited to the "classification specification" and "compensation issues."
- C. If the parties reach an agreement, they shall jointly recommend, in writing, that the classification proposal be submitted to SPB for the nonhearing calendar.

Procedure and Clarification

- A standardized memorandum/format (**Attachment 21**) will be used to reflect DPA and Union agreement on the Class Proposal.
- It is highly desirable that an "agreement" be reached between the State and the Union, and submitted to SPB with each classification proposal.

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- The ultimate goal of this new process is to create a cooperative “product” following steps A through C only. It is not desirable to attempt to pursue steps D/E below.
- D. If the parties do not reach an agreement, the classification proposal may be submitted to SPB.

Procedure and Clarification

In cases where no agreement can be reached, DPA has the ability to move forward with the item as a Hearing Item at SPB. However, this requires:

- Reaching impasse and proceeding with the mediation process.
  - If no agreement can be reached via mediation, DPA may proceed with the last, best, and final offer of the class proposal to SPB.
- E. In the event SPB renders a decision that was not mutually agreed to by the parties, the Union and the State shall meet and confer over the impact, including compensation, of the Board’s decision. No classification shall be established without a salary structure.

Procedure and Clarification

- SPB may adopt a classification proposal when the Union chooses not (or fails to request) to meet and confer. Regardless, the State and the Union “shall” meet and confer on the compensation and impact (nonmerit issues) such as training needs after the adoption of the item.
- Such meet and confer session are covered by Section 3518 of the Dills Act.
- The contract language states “No classification shall be established without a salary structure.” Therefore DPA shall not unilaterally implement the classification and/or assign a level of compensation absent an agreement with the union on salary.

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- However, if SPB adopts classification changes for an existing class that has incumbents, the State may continue to compensate the incumbents at their current salary level. In such case, the State shall meet and confer with the Union regarding the impact of the class changes upon the salary.

NOTE: Allegations of noncompliance with the procedural steps and time frame described in Section 14.1 are subject to the grievance and arbitration procedure.

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**5. Classification Board Item Attachments**

The Attachments listed below are exhibited immediately following:

- Attachment 1 ..... Overview of Board Item Process Flow Chart
- Attachment 2 ..... 1998 Board Meeting Schedule
- Attachment 3A ..... 1998 Due Dates for Board Item Processing for  
Delegated Departments
- Attachment 3B ..... 1998 Due Dates for Board Item Processing for  
Non-Delegated Departments
- Attachment 4 ..... Automated Board Item Forms
- Attachment 5 ..... Final Board Item Packages Checklist
- Attachment 6 ..... Part A. Classification Proposal Concept
- Attachment 7 ..... Classification Proposal Request Transmittal
- Attachment 8 ..... Part B. Classification Considerations
- Attachment 9 ..... Part C. Salary Analysis
- Attachment 10 ..... Form 137
- Attachment 11A ..... Specification Format for Single, Series, and Strike/Out  
and Underline Revised Specs
- Attachment 11B ..... Quick Reference Guide on Standard Language  
for Specifications
- Attachment 12A ..... Preliminary Union Notification Letter
- Attachment 12B ..... DPA's Labor Relations Officer Bargaining  
Unit Assignment Listing
- Attachment 12C ..... Exclusive Representatives Contact List
- Attachment 13A ..... Courtesy Union Notification Letter
- Attachment 13B ..... Excluded/Supervisory Employee Organizations
- Attachment 14A ..... SPB Item Cover Memo
- Attachment 14B ..... Recommendations and Resolutions
- Attachment 15 ..... Analyst Checklist for Classification Proposals
- Attachment 16 ..... Classification Item Transmittal Form and Bargaining  
Unit Addresses
- Attachment 17A ..... Class Data Sheet
- Attachment 17B ..... Checklist for Clearance of Class Data Sheet
- Attachment 17C ..... Class Data Sheet General Instructions
- Attachment 17D ..... Analyst Instructions For Pay Letter Process
- Attachment 17E ..... Salary Movement Instructions for Status Resolutions
- Attachment 17F ..... Instructions for CB/ID Changes from Supervisory  
to Managerial
- Attachment 17G ..... Alternate Range Criteria Instructions
- Attachment 18 ..... SPB Scheduling Sheet

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Attachment 19..... Final Union Notification Letter  
Attachment 20..... Staff Item Cover Memorandum  
Attachment 21 ..... State and Union Agreement  
Attachment 22..... Overview of Board Item Process for Master Table  
CSEA Units 1, 3, 4, 11, and 15.

## YEAR 2003 DUE DATES FOR BOARD ITEM PROCESSING DELEGATED DEPARTMENTS

Dept Submits Class Proposal Request to DPA Analyst	DPA Staff Confirms Receipt of Proposal With Dept Staff	"Approved" Proposal Transmittal Signed and Returned to Dept by DPA	Discussion of Serious Problems Be- tween Dept/SPB	1. Final Item to SPB Analyst 2. Sched. Sheets Due to Secretariat by DPA	Final Item to Secretariat From SPB Analyst (Secretariat's Cut-Off)	Year 2003 Board Meeting Dates *
		Preliminary Notification to Union and California State Supervisors		Final Notification to Union See Appropriate Contract		
<b>(Length of Time From Board Meeting Date)</b>						
12 Weeks	11 Weeks	10 Weeks	7 Weeks	4-1/2 Weeks	2-1/2 Weeks	
10/07/02	10/15/02	10/22/02	11/13/02	12/06/02	11/20/02	January 7-8 (SF)
10/22/02	11/29/02	11/05/02	11/27/02	12/20/02	01/03/03	January 22 (Sac)
11/04/02	11/12/02	11/19/02	12/12/02	01/30/03	01/17/03	February 4-5 (Sac)
11/18/02	11/25/02	12/04/02	12/26/02	01/17/03	01/31/03	February 19 (Sac)
12/03/02	12/10/02	12/17/02	01/09/03	01/31/03	02/14/03	March 4-5 (Sac)
12/17/02	12/24/02	01/02/03	01/24/03	02/14/03	02/28/03	March 18 (Sac)
01/08/03	01/15/03	01/23/03	02/14/03	03/07/03	03/21/03	April 8-9 (LA)
01/23/03	01/30/03	02/06/03	03/03/03	03/21/03	04/04/03	April 22 (Sac)
02/06/03	02/14/03	02/24/03	03/17/03	04/04/03	04/18/03	May 6-7 (Sac)
02/24/03	03/03/03	03/10/03	04/01/03	04/18/03	05/02/03	May 20 (Sac)
03/07/03	03/14/03	03/21/03	04/14/03	05/02/03	05/16/03	June 3-4 (Sac)
03/21/03	03/28/03	04/07/03	04/28/03	05/16/03	05/30/03	June 17 (Sac)
04/11/03	04/18/03	04/25/03	05/16/03	06/06/03	06/20/03	July 8-9 (Sac)
04/25/03	05/02/03	05/09/03	06/02/03	06/20/03	07/03/03	July 22 (Sac)
05/09/03	05/16/03	05/23/03	06/16/03	07/03/03	07/18/03	August 5-6 (Sac)
06/13/03	06/20/03	06/27/03	07/21/03	08/08/03	08/22/03	September 9-10 (SD)
06/27/03	07/07/03	07/14/03	08/04/03	08/22/03	09/05/03	September 23 (Sac)
07/14/03	07/21/03	07/28/03	08/18/03	09/05/03	09/19/03	October 7-8 (LA)
07/25/03	08/01/03	08/08/03	08/29/03	09/19/03	10/03/03	October 21 (Sac)
08/08/03	08/15/03	08/22/03	09/15/03	10/03/03	10/17/03	November 4-5 (Sac)
08/21/03	08/28/03	09/05/03	09/26/03	10/17/03	10/31/03	November 18 (Sac)
09/03/03	09/10/03	09/17/03	10/08/03	10/31/03	11/14/03	December 2-3 (SF)
09/17/03	09/24/03	10/01/03	10/23/03	11/14/03	11/26/03	December 16 (Sac)

\*A Board meeting date might be changed by SPB during the year. Please verify the date with your CCD departmental analyst.

# YEAR 2003 DUE DATES FOR BOARD ITEM PROCESSING NON-DELEGATED DEPARTMENTS

Section Number 100  
Attachment 3B

Final Proposal Received by DPA Staff*	Discussions Between DPA/Dept/SPB Staff	Discussion of Draft Item With DPA Manager	Discussion of Serious Problems Between DPA/SPB	Item to CCD Sec. Mgr.	1. Final Item to SPB Analyst 2. Sched. Sheets Due to Secretariat by DPA	Final Item to Secretariat From SPB Analyst (Secretariat's Cut-off)	Year 2003 Board Meeting Dates**
Preliminary Notification to Union and California State Supervisors			Final Notification to Union See Appropriate Contract				
<b>(Length of Time From Board Meeting Date)</b>							
12 Weeks	10 Weeks	8 Weeks	7 Weeks	6 Weeks	4-1/2 Weeks	2-1/2 Weeks	
10/07/02	10/22/02	11/05/02	11/13/02	11/20/02	12/06/02	12/20/02	<b>January 7-8 (SF)</b>
10/22/02	11/05/02	11/20/02	11/27/02	12/06/02	12/20/02	01/03/03	<b>January 22 (Sac)</b>
11/04/02	11/19/02	12/05/02	12/12/02	12/19/02	01/30/03	01/17/03	<b>February 4-5 (Sac)</b>
11/18/02	12/04/02	12/18/02	12/26/02	01/03/03	01/17/03	01/31/03	<b>February 19 (Sac)</b>
12/03/02	12/17/02	01/02/03	01/09/03	01/16/03	01/31/03	02/14/03	<b>March 4-5 (Sac)</b>
12/17/02	01/02/03	01/16/03	01/24/03	01/31/03	02/14/03	02/28/03	<b>March 18 (Sac)</b>
01/08/03	01/23/03	02/06/03	02/14/03	02/24/03	03/07/03	03/21/03	<b>April 8-9 (LA)</b>
01/23/03	02/06/03	02/24/03	03/03/03	03/10/03	03/21/03	04/04/03	<b>April 22 (Sac)</b>
02/06/03	02/24/03	03/10/03	03/17/03	03/24/03	04/04/03	04/18/03	<b>May 6-7 (Sac)</b>
02/24/03	03/10/03	03/24/03	04/01/03	04/08/03	04/18/03	05/02/03	<b>May 20 (Sac)</b>
03/07/03	03/21/03	04/07/03	04/14/03	04/21/03	05/02/03	05/16/03	<b>June 3-4 (Sac)</b>
03/21/03	04/07/03	04/21/03	04/28/03	05/05/03	05/16/03	05/30/03	<b>June 17 (Sac)</b>
04/11/03	04/25/03	05/09/03	05/16/03	05/23/03	06/06/03	06/20/03	<b>July 8-9 (Sac)</b>
04/25/03	05/09/03	05/23/03	06/02/03	06/09/03	06/20/03	07/03/03	<b>July 22 (Sac)</b>
05/09/03	05/23/03	06/09/03	06/16/03	06/23/03	07/03/03	07/18/03	<b>August 5-6 (Sac)</b>
06/13/03	06/27/03	07/14/03	07/21/03	07/28/03	08/08/03	08/22/03	<b>September 9-10 (SD)</b>
06/27/03	07/14/03	07/28/03	08/04/03	08/11/03	08/22/03	09/05/03	<b>September 23 (Sac)</b>
07/14/03	07/28/03	08/11/03	08/18/03	08/25/03	09/05/03	09/19/03	<b>October 7-8 (LA)</b>
07/25/03	08/08/03	08/22/03	08/29/03	09/08/03	09/19/03	10/03/03	<b>October 21 (Sac)</b>
08/08/03	08/22/03	09/08/03	09/15/03	09/22/03	10/03/03	10/17/03	<b>November 4-5 (Sac)</b>
08/21/03	09/05/03	09/19/03	09/26/03	10/03/03	10/17/03	10/31/03	<b>November 18 (Sac)</b>
09/03/03	09/17/03	10/01/03	10/08/03	10/16/03	10/31/03	11/14/03	<b>December 2-3 (SF)</b>
09/17/03	10/01/03	10/16/03	10/23/03	10/30/03	11/14/03	11/26/03	<b>December 16 (Sac)</b>

\* Prior to submitting a final proposal, departments should contact DPA to discuss/provide a conceptual proposal.

\*\* A Board meeting date might be changed by SPB during the year. Please verify the date with your CCD departmental analyst.

**EXCLUSIVE REPRESENTATIVES**

1  
copy  
to  
each

**CSEA - Units 1, 3, 4, 11, 14, 15, 17, 20, 21**

Ed Mireles, CSEA Bargaining Service and  
Research Manager - FAX (916) 326-4215  
Jim Hard, Director  
Civil Service Division  
Anna Kammerer, Administrator  
California State Employees Association  
1108 "O" Street  
Sacramento, CA 95814  
(916) 326-4207 FAX (916) 326-4340

**CAUSE - Unit 7**

Sam A. McCall, Executive Director  
California Union of Safety Employees  
2029 "H" Street  
Sacramento, CA 95814  
(916) 447-5262 FAX 447-2530

**CASE - Unit 2**

Gary Messing  
Association of California State Attorneys,  
Admin Law Judges, & Hearing Officers  
In State Employment  
Carroll, Burdick, & McDonough LLP  
P.O. Box 189278  
Sacramento, CA 95818  
(916) 456-2100 FAX (916) 456-3060

**CDF Firefighters - Unit 8**

Tim O'Donoghue  
California Department of Forestry  
Employees Association  
1731 "J" Street, Suite 100  
Sacramento, CA 95814  
(916) 609-8705 FAX (916) 609-8711

**CAHP - Unit 5**

Jon Hamm  
California Assoc of Highway Patrolmen  
2030 "V" Street  
Sacramento, CA 95818  
(916) 452-6751 FAX (916) 457-3398

**PECG - Unit 9**

Dennis Alexander  
Professional Engineers in California State  
Government  
660 "J" Street, Suite 445  
Sacramento, CA 95814  
(916) 446-0400 FAX (916) 446-0489

**CCPOA - Unit 6**

Mike Jimenez, President  
CA Correctional Peace Officers Assoc.  
755 Riverpoint Drive, Suite 200  
West Sacramento, CA 95605-1634  
(916) 372-6060 FAX (916) 376-0156

**CAPS - Unit 10**

Kristen Haynie/Christopher Voight  
CA Association of Professional Scientists  
660 "J" Street, Suite 480  
Sacramento, CA 95814  
(916) 441-2629 FAX (916) 442-4182

**IUOE - Unit 12**

Ron Glick, Director  
IUOE Division Central Office  
Locals 3, 12, 39, and 501, AFL-CIO  
4044 N. Freeway Blvd., Suite #140  
Sacramento, CA 95834  
(916) 565-8140 FAX (916) 565-8150  
Larry Dolson (619) 232-0615

**IUOE - Unit 13**

Jerry Kalmar, Business Manager  
Stationary Engineers Division  
Locals 39 and 501  
337 Valencia Street  
San Francisco, CA 94103  
(415) 861-1135 FAX (415) 861-5264

**UAPD - Unit 16**

Gary Robinson, Executive Director  
Union of American Physicians & Dentists  
1330 Broadway, Suite 730  
Oakland, CA 94612-2506  
(510) 839-0193 FAX (510) 763-8756

**CAPT - Unit 18**

Kenneth Murch, Consultant  
California Associate of Psychiatric Techs  
2000 "O" Street, Suite 250  
Sacramento, CA 95814-5224  
(916) 329-9140 FAX (916) 329-9145

**AFSCME - Unit 19**

Nancy Clifford  
American Federation of State, County, and  
Municipal Employees  
555 Capitol Mall, Suite 1225  
Sacramento, CA 95814  
(916) 441-0833 FAX (916) 441-0842

## DEPARTMENT OF PERSONNEL ADMINISTRATION

POLICY AND OPERATIONS DIVISION  
1515 "S" STREET, NORTH BUILDING, SUITE 400  
SACRAMENTO, CA 95814-7243



[Date]

[Addressee]  
[Supervisory Organization Name]  
[Address]  
[Address]

Dear [Name]:

Re: Proposed Establishment of the Supervisory Class of [Name of Class]

Attached is a copy of a proposal for the establishment of the [Name of Class] class for use in the [Name of Department]. A 12-month probationary period is proposed.

If you do not indicate any concerns about this proposal in writing by [date], it will be placed on the State Personnel Board's Consent Calendar and adopted at the [date] meeting.

We plan to make the following assignments for the proposed new class:

Bargaining Unit:  
Work Week Group:

Please address any questions or communication on this proposal to me at [(XXX) XXX-XXXX], or by mail at the above address.

Sincerely,

[Signature Block]

Attachment

## SUPERVISORY EMPLOYEE ORGANIZATIONS

Susanne Paradis  
**Association of California State Attorneys,  
Admin Law Judges, & Hearing Officers  
In State Employment**  
P.O. Box 189278  
Sacramento, CA 95818-9278

Diane Byrnes  
**Association of Supervising  
Special Investigators**  
10940 Badger Woods Lane  
Wilton, CA 95693

Kirsten Haynie  
**California Association  
of Professional Scientists**  
660 "J" Street, Suite 480  
Sacramento, CA 95814

Robert Dean  
**California Correctional Peace  
Officers Association**  
755 Riverpoint Drive, Suite 200  
West Sacramento, CA 95605

Ray Snodgrass  
**California Department of  
Forestry Firefighters**  
924 Enterprise Drive  
Sacramento, CA 95825

Randy Trefry, President  
**California State Supervisor  
Peace Officer Association**  
8800 Angeli Lane  
Loomis, CA 95650

Larry Svetich  
**Corrections Ancillary Staff  
Supervisors**  
2230 "L" Street  
Sacramento, CA 95816

Mitch Semer  
**Association of California State  
Supervisors**  
1108 "O" Street, Suite 205  
Sacramento, CA 95814

Rick Field  
**California Association of Highway  
Patrolmen**  
2030 "V" Street  
Sacramento, CA 95818-1730

Roger Reese  
**CA Fish and Game Warden  
Supervisor and Manager Assoc.**  
8984 Santa Margarita Road  
Ventura, CA 93004

Pat Le Sage  
**California Correctional Supervisors  
Org., Inc.**  
P.O. Box 296  
Escalon, CA 95320

Dennis Batchelder  
**California State Managers  
and Supervisors Association**  
11344 Coloma Road, Suite 505  
Gold River, CA 95628

Darlene Pedersen  
**Coalition of Communications  
Supervisors**  
42830 Normandy Lane  
Lancaster, CA 93536

Larry Svetich  
**Department of Transportation  
Supervisors**  
2230 "L" Street  
Sacramento, CA 95816

## SUPERVISORY EMPLOYEE ORGANIZATIONS

Mike Van Buskirk, President  
**Motor Carrier Supervisors'  
Benefits Committee**  
1551 Benicia Road  
Vallejo, CA 94591

Gary Oliver, Treasurer  
**Motor Vehicle Managers and  
Supervisors Association**  
4920 Freeport Blvd., Suite A  
Sacramento, CA 95822

Dennis Alexander  
**Professional Engineers in  
California Government**  
660 "J" Street, Suite 445  
Sacramento, CA 95814

Bob Burke, Treasurer  
**State Park Peace Officers  
Association of California**  
4777 Lake County Hwy.  
Calistoga, CA 94515

Roger Smith, LR Specialist  
**Union of PERB Employees (UPE)**  
1031 18<sup>th</sup> Street  
Sacramento, CA 95814



## DEPARTMENT OF PERSONNEL ADMINISTRATION

Section Number 100  
Attachment 21

GRAY DAVIS, Governor

### MEMORANDUM



**DATE:**

**TO:** [Type Name Here]  
[Type Title Here]  
State Personnel Board  
801 Capitol Mall  
Sacramento, CA 95814

**FROM:** **Type Name Here**  
**Type Title Here**  
**Policy and Operations Division**  
**(916) XXX-XXXX; FAX (916) XXX-XXXX**

**SUBJECT:** State and Union Agreement on Classification Proposal

[Provide Summary of Classification Proposal]

In accordance with Section 14.1, Classification Changes, of the contract, this is to confirm that the Department of Personnel Administration (DPA) and the California State Employees Association (CSEA) have reached agreement on this classification proposal. Therefore, DPA and CSEA jointly recommend that this classification proposal be submitted to the State Personnel Board for the nonhearing calendar. The CSEA representative who agreed to this proposal is [Type Name and Title Here] and can be reached at (XXX) XXX-XXXX.

cc: [Type Name of Union Representative], CSEA  
[Type Name], Labor Relations Officer, DPA  
[Type Name of Departmental Representative(s)], [Type Department Name(s)]

# Overview of Board Item Process for CSEA Master Table Units 1, 3, 4, 11, & 15

