

3rd Quarterly Statewide HR Policy Forum – Compensation, Compaction and Hire Above Minimum

July 2025



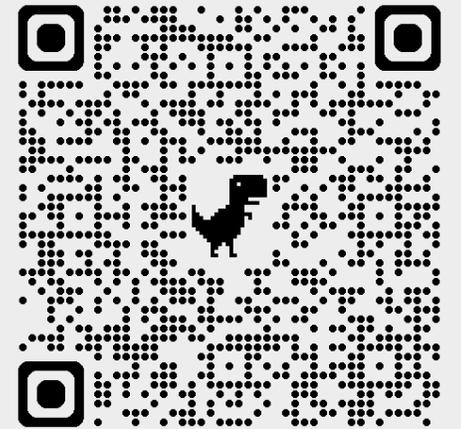
Housekeeping

Wi-Fi – Connect to CalHR Guest

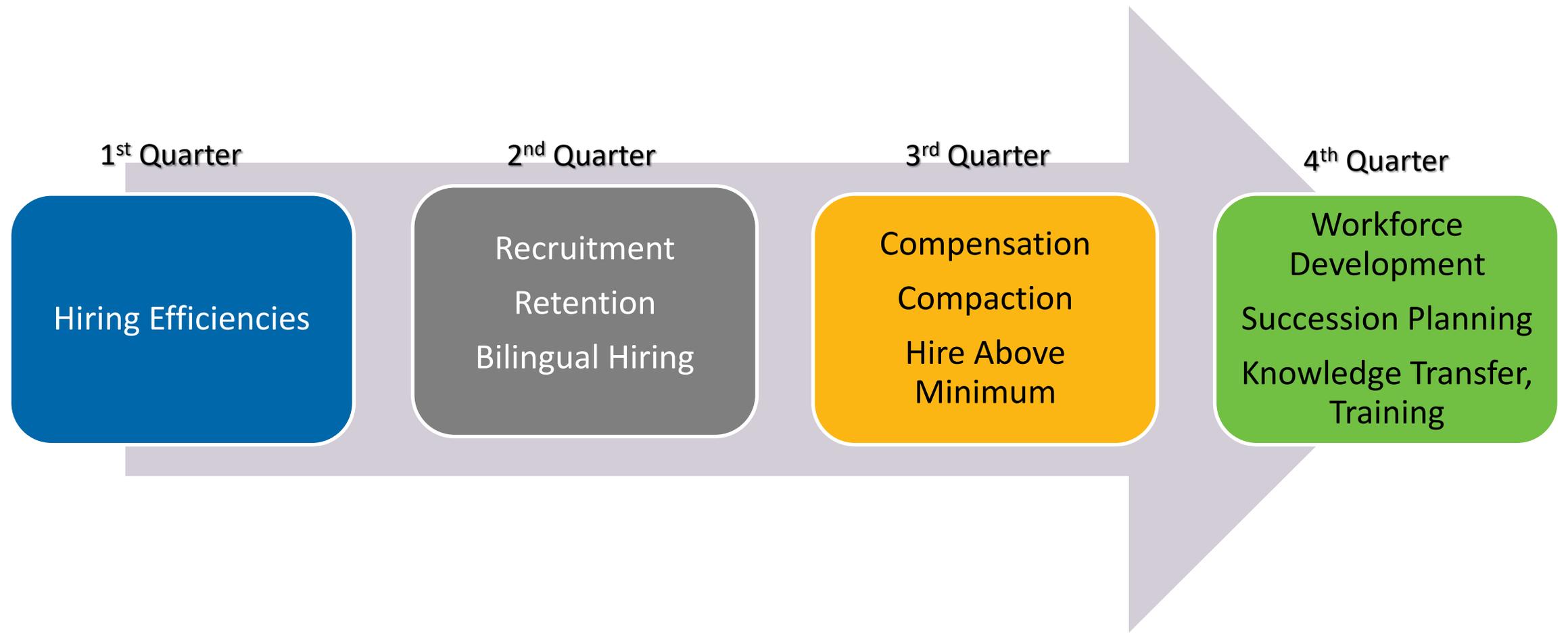
Restrooms – Near the Elevators

Forum length – 3 Hours (9am-Noon)

Local Restaurants – Website Home Page



Overview of 2025 Policy Forum Topics



Today's Agenda

- Former HR Forum: Discussion Group Highlights
- Initial Presentations: Compensation Overview
Benefits
Compaction
Hiring Above Minimum (HAM)
- Break
- Groups Exercise: Discussion Questions
- Groups' Report-Out: Sharing Ideas / Prioritizing Solutions
- Final Presentation: Board Item Process and Timelines
- Next Steps & Closing Remarks



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Chief Deputy Director
CalHR



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Economic Research Manager
CalHR Financial Management Division



DJon Walker
Data Analytics Supervisor
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Nicole Griffith
Division Chief
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Melissa Russell
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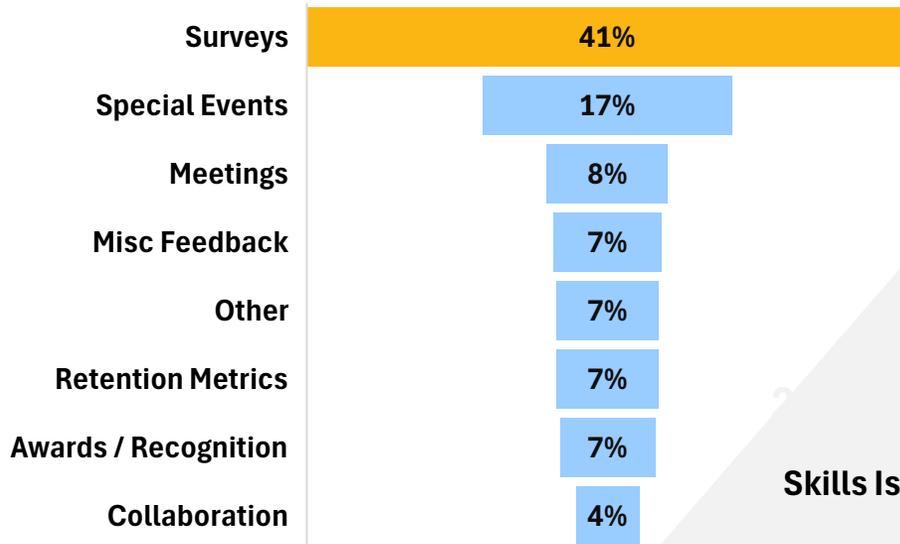


Sue Main
Employee Compensation Manager
CalHR Financial Management Division

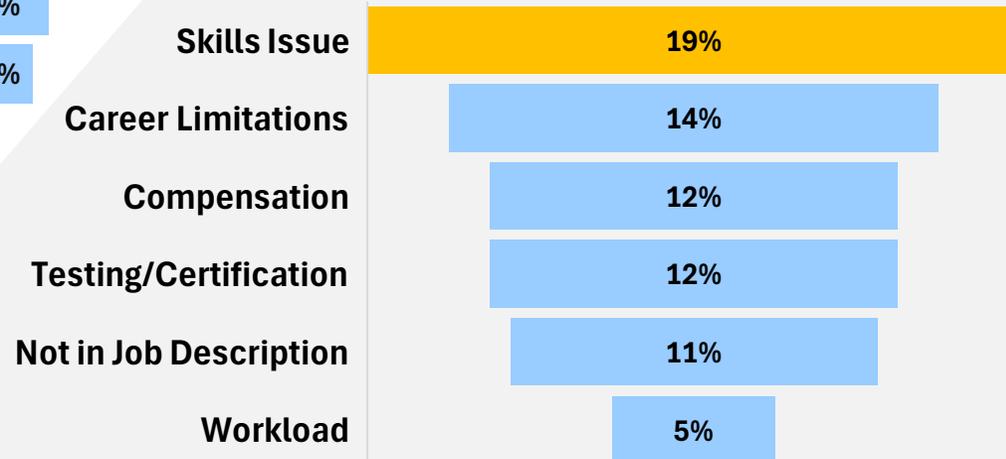
Q2 Forum Recruitment, Retention & Bilingual Hiring

Discussion Group Highlights

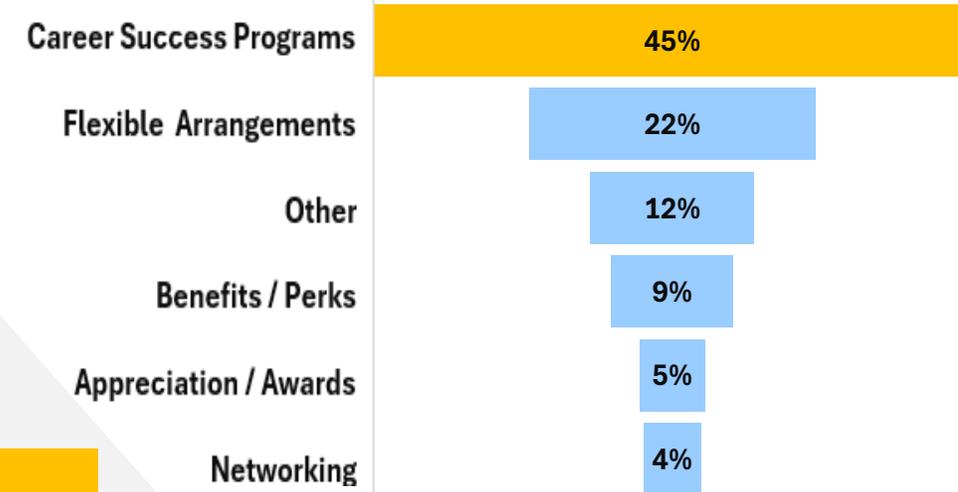
1. Measures of EE Satisfaction



2. Bilingual EE Retention Challenges



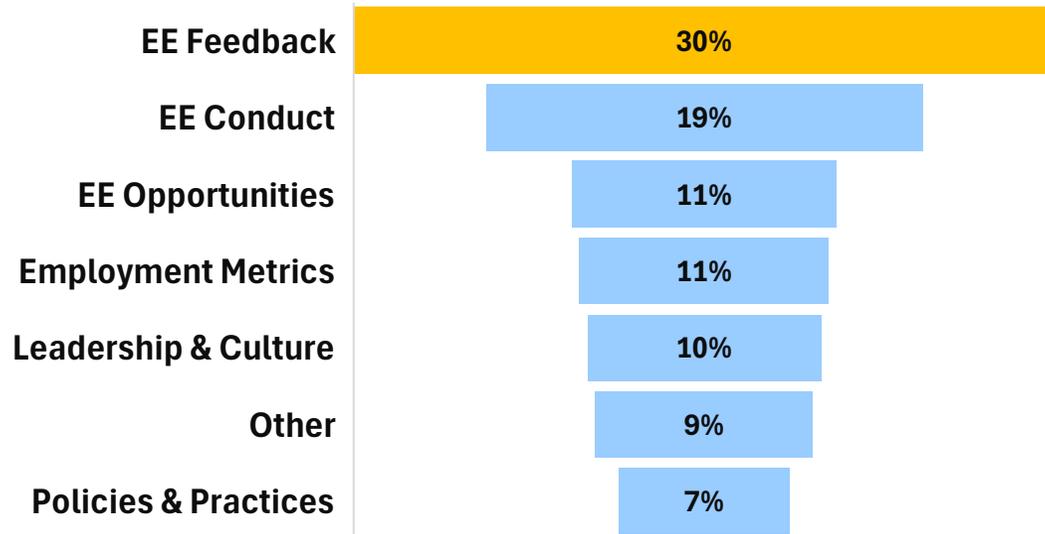
3. Successful Retention Initiatives



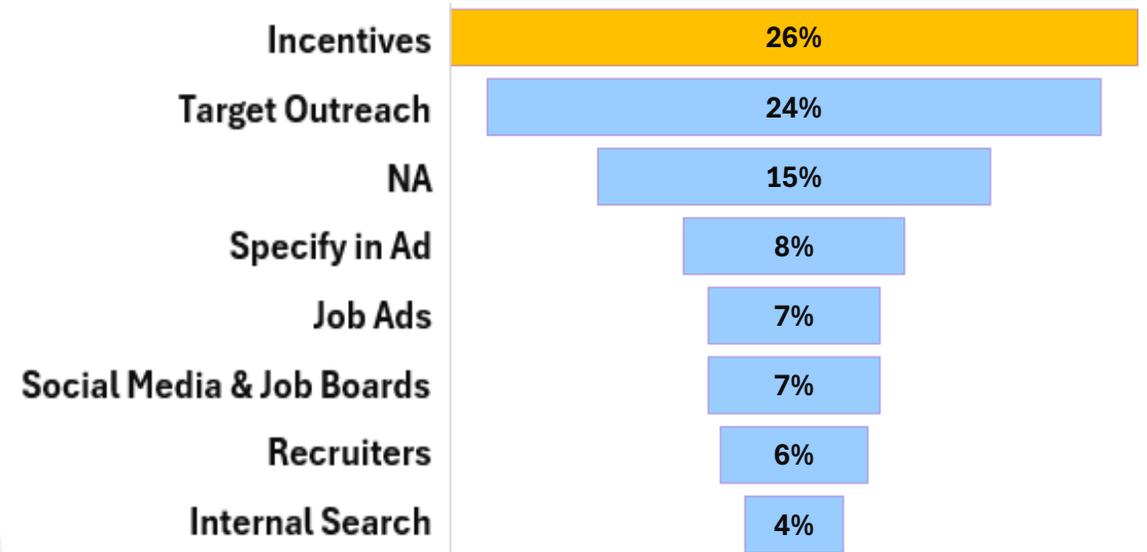
Q2 Forum Recruitment, Retention & Bilingual Hiring

Discussion Group Highlights

4. Retention Risk Indicators



5. Means of Sourcing Bilingual Candidates



Compensation Overview

Tom Gjerde, *Economic Research Manager*
DiJon Walker, *Research Data Supervisor I*
CalHR Financial Management Division

Annual Census

All Employees

Women's Earnings

FT Employees

Total Comp.

FT Employees

Annual Census 2022

Equity & Accessibility
Management Services

Discrimination
Complaint Tracking and
Monitoring

Equal Employment
Opportunity

Interpreter Program

Language Access
Program

Limited Examination
and Appointment

2022 Census Dashboard

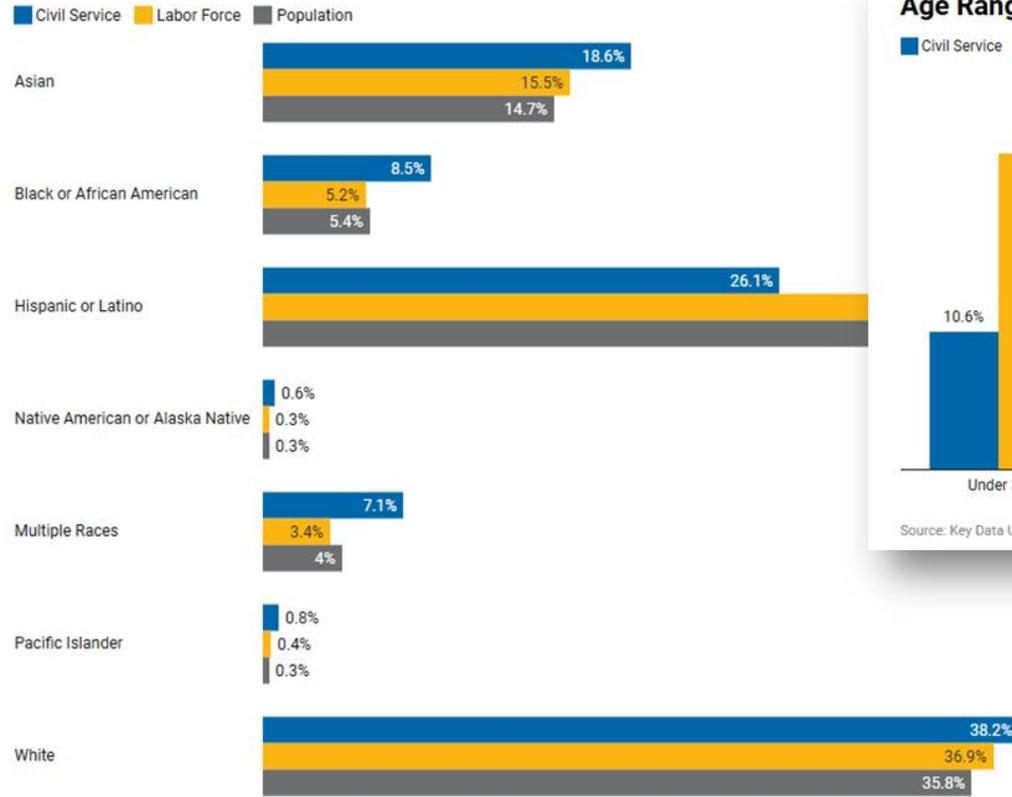
2022 Census Tables

Purpose of the Report

The California Department of Human Resources (CalHR) prepared this report for the Governor and the Legislature in accordance with Government Code sections 19405, 19792 subdivisions (h), (i) and (j), 19792.5 subdivisions (a) and (b), and 19793.

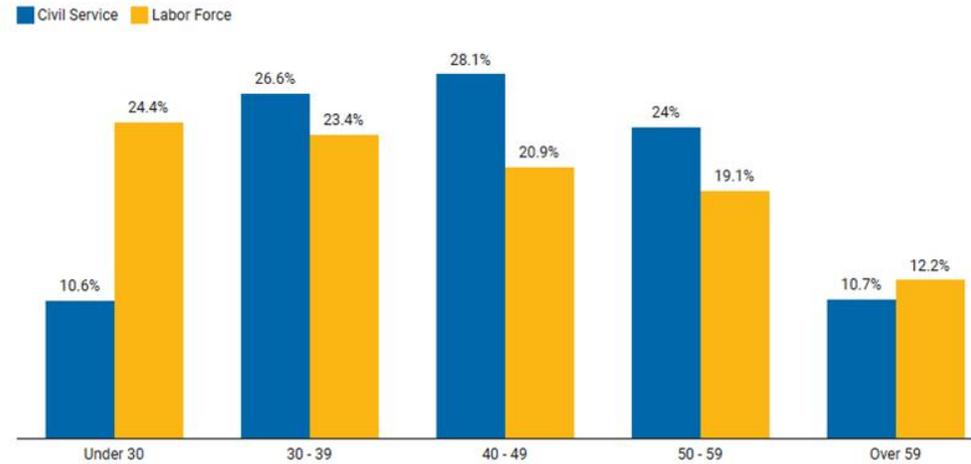
This Annual Census of Employees in State Civil Service Report conveys data on the California state civil service (civil service) representation by race, ethnicity, gender, disability, veteran status, and age for state employees for the period January 1, 2022 through December 31, 2022.¹ Civilian non-institutional California labor force (state labor force)² and California state population data are also included for comparison.

Comparing Ethnicity for Civil Service, California Labor Force, and California Population



Source: Key Data Unit - Financial Management Division - Created with Datawrapper

Age Range Comparison Between Civil Service and State Labor Force



Source: Key Data Unit - Financial Management Division - Created with Datawrapper

Civil Service and State Labor Force by Job Category

Job Category	Civil Service Employees	State Labor Force
Business and Financial Operations	22.6%	5.7%
Protective Service	19.8%	2.1%
Office and Administrative Support	13.1%	10.7%
Healthcare Practitioners and Technical	7.8%	5.2%
Architecture and Engineering	5.9%	2.5%
Computer and Mathematical	5.3%	4.0%
Life, Physical, and Social Science	4.9%	1.2%

- Statewide Summary
- Age
- Job Category Composition
- Job Category Summary
- Salary Range Composition
- Median Salary
- Veterans
- Disability Status
- LEAP
- Intakes
- Separations
- Region
- Department Profile**
- About the Data

Clear all slicers

State Employee Data by Department

Select a Department

Human Resources, Department of

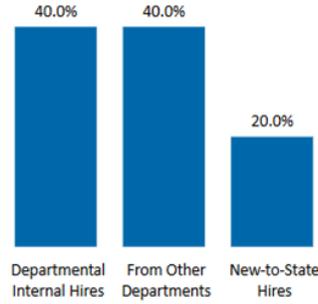
305

Count of Employees

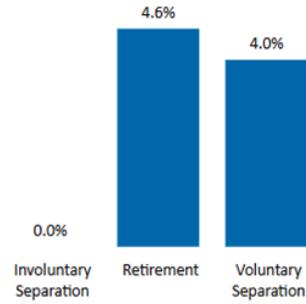
0.1%

Percent of State Employees

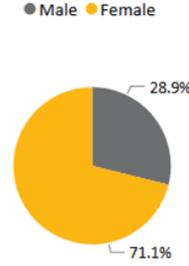
Percent of Appointments by Type



Percent of Department Separating



Gender



Percent of Departmental Employees

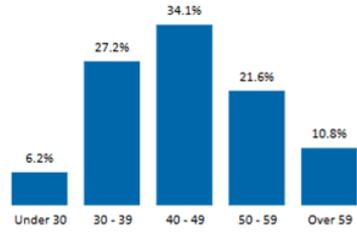
15.4%
Employees with Disabilities

3.3%
Veterans

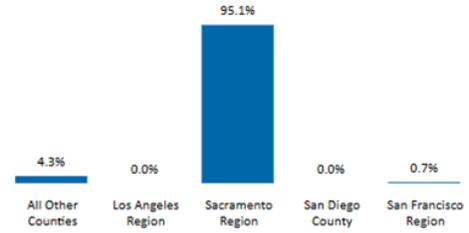
Civil Service Employees by Ethnicity

Ethnic Group	Percent of Employees
Asian	16.1%
Black or African American	11.8%
Hispanic or Latino	15.1%
Multiple Races	6.2%
Native American or Alaska Native	1.0%
Pacific Islander	1.0%
White	48.9%

Age Range of Employees



Department Civil Service Employees By Region



https://www.calhr.ca.gov/about-calhr/divisions-programs/equity-accessibility-management-services/workforce-analysis-census-employees/2022-womens-earnings-report/

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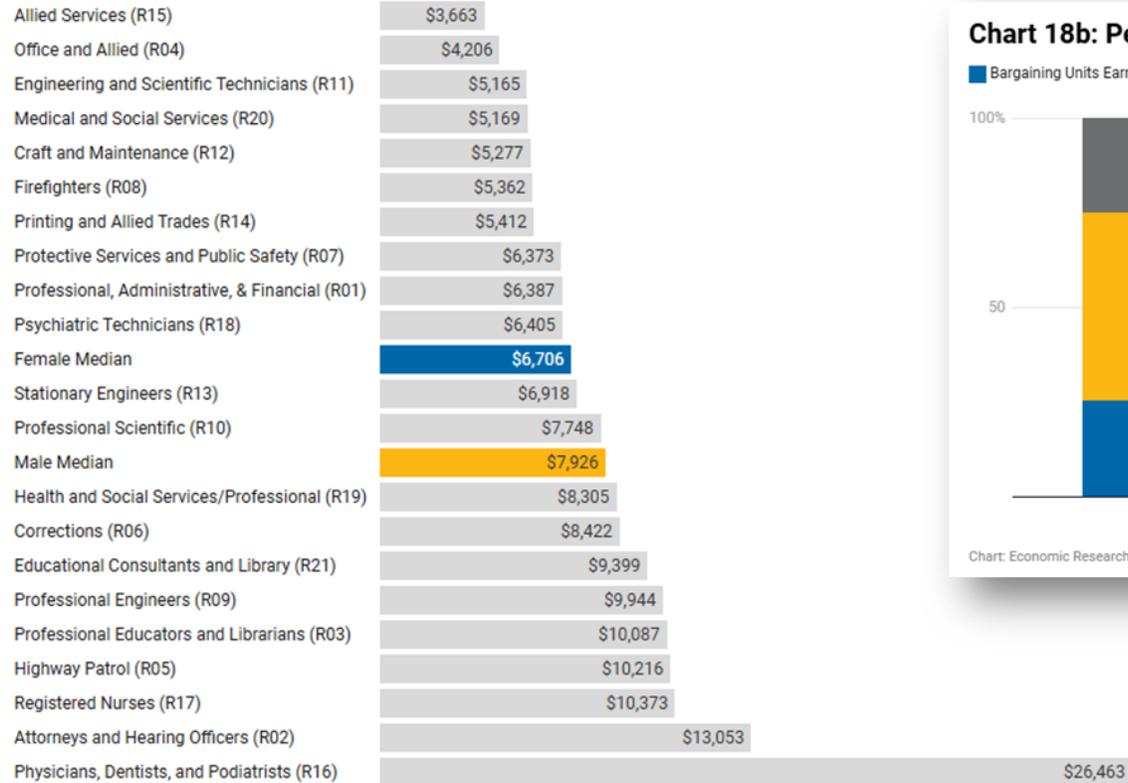
2022 Women's Earnings Report

- Equity & Accessibility Management Services
 - Discrimination Complaint Tracking and Monitoring
 - Equal Employment Opportunity
 - Interpreter Program
 - Language Access Program
 - Limited Examination and Appointment Program (LEAP)
- [What is the Gender Pay Gap?](#)
 - [More Focused Comparison](#)
 - [Pay Gap Differs by Ethnic Group](#)
 - [Civil Service and Exempt Executives](#)
 - [2022 Equal Pay Dashboard](#)

Executive Summary

On January 27, 2022, Governor Gavin Newsom and First Partner Jennifer Siebel Newsom signed the “[California Equal Pay Pledge](#),” an initiative the First Partner launched to close the gender pay gap. The pledge commits employers to conduct “an annual company-wide gender pay analysis, reviewing hiring and promotion processes and procedures to reduce unconscious bias and structural barriers, and promoting best practices that will close the pay gap to ensure fundamental equity for all workers.”

Chart 13: Monthly Median Base Pay by Gender and Bargaining Unit in 2022



December 2022 monthly median base pay

Chart: Economic Research Unit - Financial Management Division • Created with Datawrapper

Chart 18b: Percentage of Females and Males by Bargaining Units in 2022

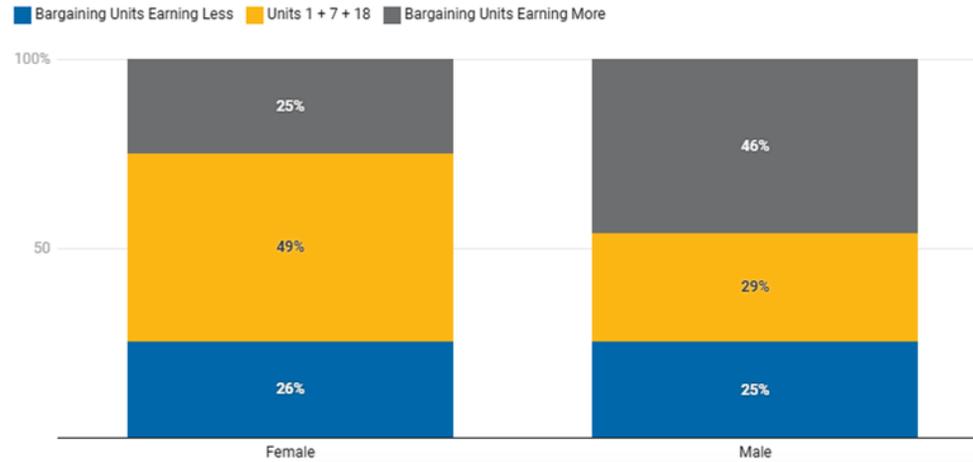
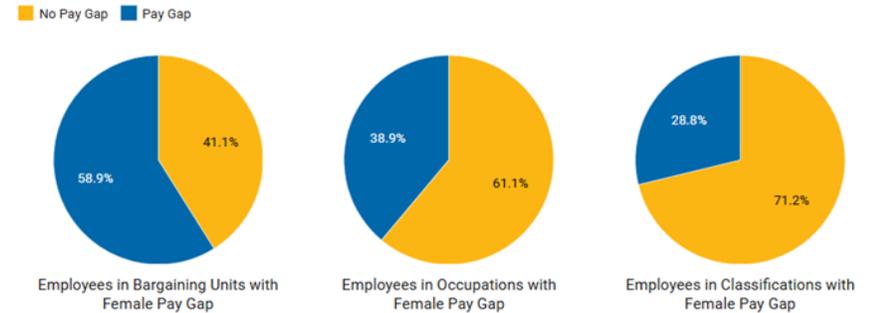


Chart: Economic Research Unit - Financial Management Division • Created with Datawrapper

Chart 5: Percentage of Rank-and-File Employees in Bargaining Units, Occupations, and Classifications With a Female Pay Gap



21 Bargaining Units, 292 Occupations, 1,268 Classifications

Chart: Economic Research Unit - Financial Management Division • Created with Datawrapper



- Bargaining Unit
- Occupation by Department**
- Classification by Department
- Ethnicity
- CEA
- Exempt Executives
- About the Data

2022 Equal Pay Analysis by Occupation and Department

Select Occupation
 Management Analysts

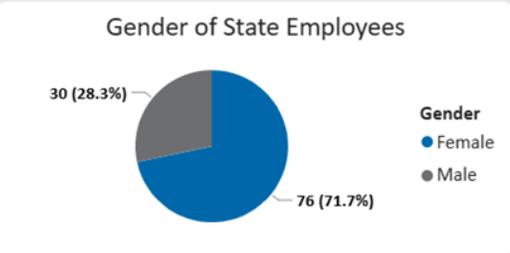
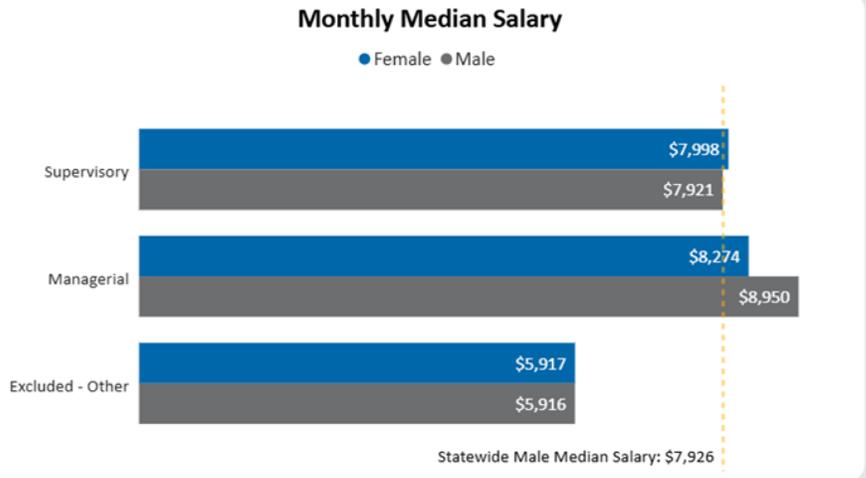
Select Department
 Human Resources, California Department of

Statewide Gender Pay Gap
15.4%

Occupation Gender Pay Gap
-3.4%

Female Monthly Median Salary
\$7,253

Male Monthly Median Salary
\$7,012



Gender Pay Gap by Occupation and Department

Occupation	Employee Level	Total Employees	Gender Pay Gap
Management Analysts	Supervisory	66	-1.0%
Management Analysts	Excluded - Other	37	-0.0%
Management Analysts	Managerial	3	7.6%

https://www.calhr.ca.gov/about-calhr/divisions-programs/financial-management-division/compensation-surveys/2023-total-compensation-report/

Official website of the State of California

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Powered by Google TRANSLATE

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CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

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About CalHR ▾ State Employees ▾ State Supervisors & Managers ▾ State HR Professionals ▾ State Retirees ▾ Job Seekers

2023 Total Compensation Report

- Financial Management Division
- Bargaining Unit Compensation Surveys
- Salary Surveys & Compensation & Reports
- Total Compensation Surveys
- Compensation Survey FAQs

- [Authority and Background](#)
- [Survey Findings: Total Compensation](#)
- [Geographic Comparisons](#)
- [2023 Total Compensation Report - Data & Methodology](#)
- [2023 Total Compensation Report - Dashboard](#)

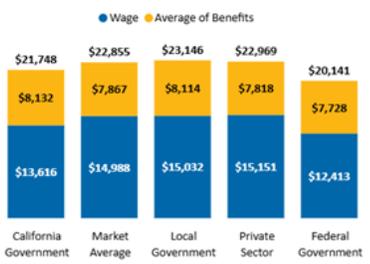
California's state government competes for its workforce with local government agencies, as well as with the private sector and the federal government. This makes it critical for the state to understand how its compensation compares with other employers.

Making simple wage comparisons, however, provides an incomplete picture. It is analogous to comparing the value of one home to another, without considering the size or location of the land. This is the reason that

Occupation Total Compensation Comparison

Select an Occupation
 BU 19 - Pharmacists

Statewide Monthly Total Compensation



Occupation Federal Definition

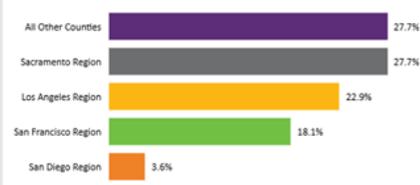
Employees in this occupation dispense drugs prescribed by physicians and other health practitioners and provide information to patients about medications and their use. May advise physicians and other health practitioners on the selection, dosage, interactions, and side effects of medications.
 SOC Code: 29-1051

State Classifications in Occupation

CBID	Class Code	Class Title	Employee Count
R19	7982	PHARMACIST I	194
R19	7659	PHARMACIST I, DEPARTMENTS OF MENTAL HEALTH AND DEVELOPMENTAL SERVICES	74
S19	7981	PHARMACIST II	47
R19	8876	INSPECTOR BOARD OF PHARMACY	45
R19	7994	PHARMACEUTICAL CONSULTANT II, DEPARTMENT OF HEALTH SERVICES (SPECIALIST)	44
R19	7975	PHARMACEUTICAL CONSULTANT I, DEPARTMENT OF HEALTH SERVICES	32
S19	7996	PHARMACY SERVICES MANAGER	16
Total			476

476 Employee Count
 12 Count of Classifications

Percent of State Employees by Region



The State's Total Compensation Leads/Lags Each Employer Group By:

Market Average
-5.1%

Local Government
-6.4%

Private Sector
-5.6%

Federal Government
7.4%

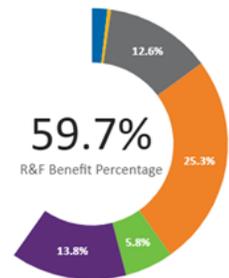
State employee counts and wages from March 2023. Percent by Region may not add up to 100% due to rounding.

State Total Compensation Costs by Bargaining Unit

Select Bargaining Unit
 BU 19

Value of Each Benefit Compared to Wage

Legend: Overtime (blue), Supplemental Pay (orange), Insurance (green), Retirement (red), Legally Required Benefits (purple), Value of Paid Leave (grey)



Calculating State Employee Benefit Percentages

To calculate the percentage of benefits to wages for state workers the cost for employee wages and benefits were collected from data provided by SCO for each bargaining unit separately, and then divided by the count of full-time employees. The average annual benefit cost was then divided by the average annual wage for that bargaining unit to find a "benefit percentage."

Select Benefit for Definition
 Insurance

Insurance includes the employer contribution for life insurance, health insurance or consolidated benefits (CoBen), dental insurance, vision insurance, short-term disability insurance, long-term disability insurance, and administrative fees paid by the state for each plan.

State Employee Total Compensation

Bargaining Unit	Annual Scheduled Hours	Annual Hours Worked	Annual Average Wage	Annual Overtime Amount	Annual Other Pay	Annual Insurance Amount	Annual Retirement Amount	Annual Legally Required Benefits Amount	Annual Value for Paid Leave Amount	Annual Total Benefits	Annual Total Compensation
BU 19	2,080	1,829	\$105,532	\$2,107	\$450	\$13,339	\$26,615	\$6,075	\$14,398	\$62,982	\$168,514

State employee benefit data is an average from the calendar year of 2023, and is filtered for Rank-and-File employees only. The annual benefit amounts in the table above may not add up to the annual total compensation amount due to rounding.

Key Statistics for Each Occupation

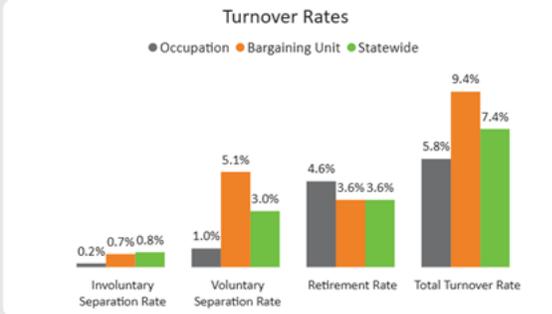
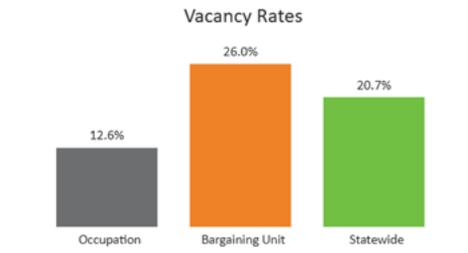
Select an Occupation

BU 19 - Pharmacists



Count of Employees by Department

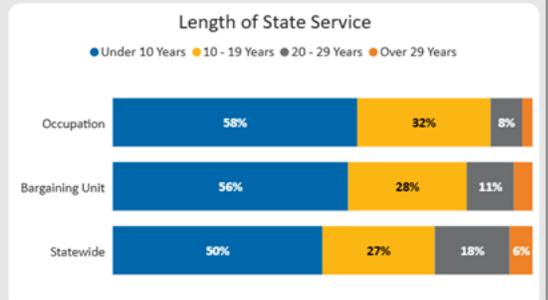
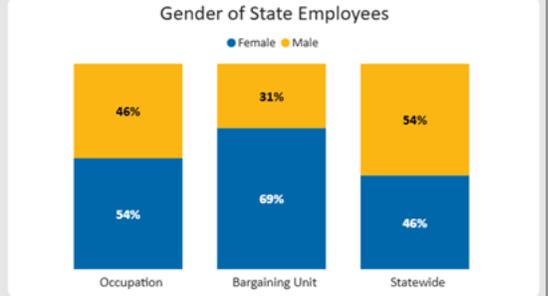
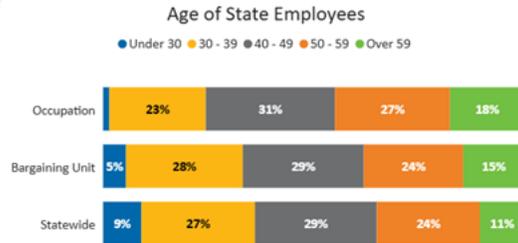
Department	Employee Count
California Correctional Health Care Services	227
Consumer Affairs, Department of	53
Corrections and Rehabilitation, California Department of	1
Developmental Services, Department of	7
General Services, Department of	2
Health Care Services, Department of	70
Justice, Department of	1
Public Employees' Retirement System, California	2
Public Health, California Department of	17
State Hospitals, Department of	78
Total	476



State Employee Demographics by Occupation

Select an Occupation

BU 19 - Pharmacists





Established/Vacant Positions Dashboard

Dashboard Overview

Classification Vacancy Rate by Department

Established (FTE) Positions and Vacancy Rates

Established/Vacant Positions Data Table

About the Data

Dashboard Overview

Classification Vacancy Rate by Department

- Displays Vacancy Rate by Year
- Compares Vacancy Rates by Department, Classification, CBID, and Statewide

Established (FTE) Positions and Vacancy Rates

- Displays the Count of Established Positions and the Vacancy Rate by Year
- Can Filter by Department and Classification

Established/Vacant Positions Data Table

- Table that Displays the Count of Established Positions, Count of Vacant Positions, and Vacancy Rate by Month and Year
- Can Filter by Department, Facility, Classification, and CBID

About the Data

- General Background Information on the Established Positions Data Used in this Dashboard
- Glossary of Key Terms Relating to the Vacancy Dashboard

Benefits

Nicole Griffith
Division Chief
CalHR Benefits Division

Benefits for a Life Well Lived

How employee benefits build wellbeing, retention, and mission success



Why Do Benefits Matter So Much?

- Total compensation goes beyond salary
- Benefits fuel **retention, engagement, and wellbeing**
- Healthy, supported employees are more **focused and productive**
- Peace of mind about benefits = less stress, more performance

Engaged employees are **81%** less likely to be absent and **66%** more likely to thrive in their wellbeing.

– Gallup (2025)

Benefits Support the Five Elements of Wellbeing



- **Career** – Coaching services, manager support services
 - **Physical** – Health, dental, vision, preventive care
 - **Social** – EAP services, employee engagement initiatives
 - **Financial** – Life insurance, legal insurance
 - **Community** – Recognition programs, wellbeing events
- ...and more!

Benefits and the Big Picture

- Benefits = 30-40% of total compensation
- But value is realized **only if people use them**
- Voluntary benefits offer added personal and family support



Why Benefits Usage Matters



- **Preventive care** = fewer sick days
- **EAP** = mental health and crisis support
- **Reimbursements** = financial flexibility
- **Life, legal, LTD** = protecting the future

You Can Be a Benefits Ambassador

- We're updating the **Benefits Administration Manual (BAM)** and **BAM training**
- Future in-person trainings (2026) will include this ambassador role
- Be the messenger: Bring up benefits in team meetings, 1:1s, onboarding



Make Open Enrollment Count

Open Enrollment Checklist
Actions for State Employees, HR Professionals, and Supervisors
Make informed choices. Maximize your benefits. Choose benefits for a life well lived.

FOR EMPLOYEES & RETIREES
Make the most of your benefits. Review, reflect, and act.

Review & Reflect

- ❑ Review your current benefit elections to see if they still meet your needs.
- ❑ Consider upcoming life or health changes (e.g., marriage, dependents, procedures, retirement).
- ❑ Learn what's new this year—updates to plans, coverage, and rates.

Explore Resources

- ❑ Visit the official **Open Enrollment website** for plan options and rates.
- ❑ Use the **Benefits Calculator** and benefit guides to help you choose confidently.
- ❑ Contact your departmental personnel office if you have questions.

Mark Your Calendar

- ❑ Add key Open Enrollment dates and deadlines to your calendar.
- ❑ Attend an Open Enrollment event, webinar, or benefits fair—virtual or in person.
- ❑ Watch for reminders via email, intranet, or posters.

FOR HR PROFESSIONALS & DEPARTMENTAL PERSONNEL OFFICERS
Help employees make informed, timely benefit decisions.

Plan & Prepare

- ❑ Add key Open Enrollment dates and processing deadlines to your HR team's calendars.
- ❑ Ensure HR and benefits staff understand their roles and responsibilities.
- ❑ Follow important Open Enrollment updates from CalHR via email and forums.

Coordinate Communication

- ❑ Work with your department leadership and communications office for approvals and planning.
- ❑ Share reminders through multiple channels: email, intranet, digital screens, or bulletin boards.
- ❑ Send calendar invites your department's employees for Open Enrollment dates and events.

- **Sept. 15–Oct. 10:** Prime time to activate staff and personnel officers
- Reinforce Open Enrollment in team meetings, internal memos, newsletters
- **Checklist for leaders:** What to say, what to share, how to help

Let's Get This Right—Together



- When employees understand and use their benefits:
 - Retention rises
 - Absences drop
 - Wellbeing increases
 - Mission success improves
- **Everyone benefits** when everyone uses benefits

Stay Connected and Make an Impact

- Sign up!
- Get notified about ambassador trainings, benefits education tools, and Open Enrollment materials



Compaction

Melissa Russell

Division Chief

CalHR Personnel Management Division

What is Salary Compaction?

- Salary Compaction exists when compression of salary between vertically related classification levels occurs.
- Typically, CalHR strives to maintain a 5% salary differential between levels of classifications, where possible and appropriate.
- CalHR monitors for new and existing compaction during bargaining drills and MOU implementation work.
- But "Compaction" can have slightly different meanings in different contexts.

Why Can't the State Just "Fix" Compaction?

- Statutory ceilings limit pay of exempt & constitutional officer salaries.
- Some high-level civil service classes have salaries that tend to "bump into" the salaries of these top-level exempt positions.
- Frequently, there is not room for the typical, full 5% salary differential over salaries of subordinate classes within this space.
- In such cases, CalHR considers 2.5% to be an appropriate buffer between levels of Exempts, and sometimes between CEAs and Exempts.

What Are Compaction Calculations Based On?

- Standard practice uses Base Salary only (not Pay Diffs) to make compaction comparisons between levels of classes.
- Max to max calculation
- Using Base Salary only for compaction calculations allows CalHR to perform "apples to apples" comparisons.
- Base Salary represents where the class fits in the overall class & pay plan.
- Base Salary is the long-term anchor for valuation of a class based primarily on the duties and allocation factors.

Why Aren't Pay Differentials Included?

- Pay Differentials are typically meant to be temporary solutions to R&R problems, or they're applied to a narrow subset of employees.
- Including Pay Diffs when running compaction drills produces an "apples to oranges" comparison and skews the valuation of the duties of the class. Example:
 - Base pay max is used for transfers. Regs limit transfers to classes whose base pay maxes are less than 10% apart.
 - If 15% salary change is made to two currently equal classes – for one it is done via SSA, but for other it is split between an SSA and a PD, the employee's ability to transfer can be cut off.

When is Salary Compaction Allowed to Exist?

- "Known" compaction/inversion does exist in Civil Service.
 - Example: CEAs that oversee attorneys, engineers, physicians or scientists are permitted to remain compacted or inverted if the CEA incumbent does not carry the same technical/professional responsibility/licensure as employees.
- CEA program: Where a CEA reports to another CEA within the same "level" (e.g., a CEA B reports to another CEA B), departments must monitor salaries to avoid compaction.
- Pre-existing compaction between classes that did not create hiring problems may be permitted to remain at times.

Last Thoughts and Questions

- While CalHR monitors for compaction during bargaining drills, if depts discover what they believe is a compaction problem after implementation of any pay change to the class plan, please reach out to your PMD Consultant to make them aware.
- PMD may not be aware of all de facto reporting relationships in departments that could create potential for compaction.
- Questions?

Hiring Above Minimum (HAM)

Krista Whisler, *Fiscal Program Manager*
Sue Main, *Employee Compensation Manager*
CalHR Financial Management Division

What is a HAM (Hiring Above Minimum)?

- One type of compensation tool that may be used to address recruitment difficulty.
- Allows an exception to CalHR Salary Rule 599.673
 - *All employees must start at the minimum salary.*
- Classification "Class" HAMs – located in Payscales Section 5.
 - Employees appointed to one of the listed classes **must** receive the authorized rate for that department/location.

HAMs - Prior to October 1, 2024

Discretionary HAMs

- Delegated to departments prior to 10/1/24
- Based on the *individual's* extraordinary expertise.
- Applied to new-to-state hires only.
- Eliminated to avoid salary disparities amongst the civil service workforce.

Class HAMs

- Departments requested through CalHR's PSB/PMD.
- Based on recruitment difficulty for a classification requested by a dept.
- Classes approved by CalHR were added to Payscale Section 5, many of which still exist, some have been listed almost 20 yrs.
- No annual review performed

HAMs - Current Process (1/2)

HAMs may address a recruitment issue; however, other solutions may be recommended.

Any requests for compensation, **including HAMs**, must be submitted through the Employee Compensation Request process (HR Manual 1715).

- Identify what problem requires compensation vs. requesting a specific type, such as a HAM.
- CalHR utilizes many data dashboards to analyze the problem cited and may have other recommendations.

HAMs – Current Process (2/2)

- CalHR will review Section 5 HAMs on an **annual** basis as part of the Employee Compensation Request process.
- CalHR may **add** classifications to Section 5, based on a short-term recruitment need or other reason.
- CalHR may **remove** classifications from Section 5 if classifications are consolidated and/or abolished, receive a special salary adjustment above the existing rate, or other reasons.

Resources

- **Government Code 19836** - *authorizes the Department of Human Resources (CalHR) to allow an exception to the minimum salary range of a classification*
- **HAM Policy** - HR Manual Section 1707
- **Employee Compensation Request Policy** – HR Manual Section 1715
 - Employee Compensation Process Training Video – Linked on HR NET

Contacts

For questions about the Employee Compensation Request process, please contact [**EmployeeComp@calhr.ca.gov**](mailto:EmployeeComp@calhr.ca.gov)

For questions about the application of HAM rates, please contact [**PSB@calhr.ca.gov**](mailto:PSB@calhr.ca.gov)

Break

Small Groups Breakout Session:

**Compensation,
Compaction and
Hiring Above
Minimum Strategies**



Breakout Session Guide

Objective: To foster collaborative discussion among Department Leaders on key Compensation, Compaction and Hiring Above Minimum Strategies

Format:

- ❑ Form groups based on color coded name tag
- ❑ Take 10 minutes to write up as many responses as you can to the first question - **one idea per post-it note**
- ❑ Rotate as group, spending 10 minutes at each question, adding more post-it notes as needed – **each group member individually adds a sticker to post-it notes they agree with**
- ❑ When groups arrive back at their starting question, choose a **spokesperson** who will share out the **top 3 responses** to that question and any other insights
- ❑ **Note:** Facilitators will be circling during the breakout session

Breakout Session Guide:

Compensation, Compaction and HAM Strategies

Instructions: Briefly introduce yourselves and provide the following feedback using one word or short phrases to address the following questions:

1. Considering your department's current compensation structures, how is your department approaching highlighting compensation in your recruitment activities?
 2. What, if any, strategies have proven successful in your department to address compensation and compaction issues?
 3. What additional training, resources, tools, strategies, or policies would you suggest supporting more effective Compensation, Compaction, and Hiring Above Minimum?
 4. How can CalHR better support your Compensation, Compaction, and Hiring Above Minimum Endeavors?
 5. How do you know you need to make a classification change and what justification do you need to provide to CalHR for the change? Give an example of a classification problem that you need help from CalHR to fix.
-

Board Item Process & Timelines

Melissa Russell

Division Chief

CalHR Personnel Management Division

What is a "Board Item"?

- Official term is Classification Plan Revision
- See HR Online Manual Section 3501 - Establishing and Revising Classification Specifications for detailed info.
Highlights:
 - State Personnel Board establishes and revises classifications.
 - CalHR formally recommends class plan revisions to the Board.
 - The package submitted for official Board approval = Board Item

What Triggers the Need for a Board Item?

Sources of Class Plan Revisions include:

- Executive Orders (removal of education barriers)
- Department Requests (due to recruitment needs, technology changes, evolving duties, restrictive MQs, etc.)
- Collective Bargaining Agreements (class studies/consolidations)
- Legislation (legal requirements – i.e., Nurses, Engineers, Cops)
- Board Order (Appeal outcome identifying a flaw in current class)
- Court Order (Establishing classes for mandated new duties)

When Should a Department Seek a Board Item?

- When major law or technology changes affecting classes used at your department occur and the spec becomes outdated.
- When well-advertised vacancies get few or no qualified applicants and the MQs currently include unnecessary barriers for applicants.
- When other efforts to bolster recruitment have failed.
- When it identifies problem that a change to the Class Plan will fix.

Class Plan Revision Process

Step 1: Consultation

Wait! - How would a department know what kind of Class Plan change would solve its problem?

By scheduling a diagnostic discussion
with your CalHR PMD Consultant.

Do not draft any part of the package before your consultation.
Bring information about your problem and program SMEs.

Class Plan Revision Process

Step 2: Draft / Submit

- All Class Plan Revisions must be submitted to your CalHR PMD Consultant.
- Complete CalHR –735 and any applicable draft documents, such as class specs, Alternate Range Criteria.
- CalHR will provide templates to assist departments in developing Classification Plan Revision proposal.

Class Plan Revision Process

Step 3: Evaluate

- CalHR evaluates proposal for feasibility and impact considerations, and provides feedback to department to strengthen the proposal as needed.
- SPB staff perform preliminary review of proposal related to any merit concerns and consistency with Board regulations.
- CalHR finalizes Board Item prep with department approval.

Class Plan Revision Process

Step 4: Notification

- All revisions to the Class Plan require CalHR to notice Unions representing impacted employees and other organizations.
 - Mandatory 30-60 day process, depending on unit.
- Unions can request to meet and confer over proposed Class Plan Revisions.

Class Plan Revision Process

Step 5: Board Calendar

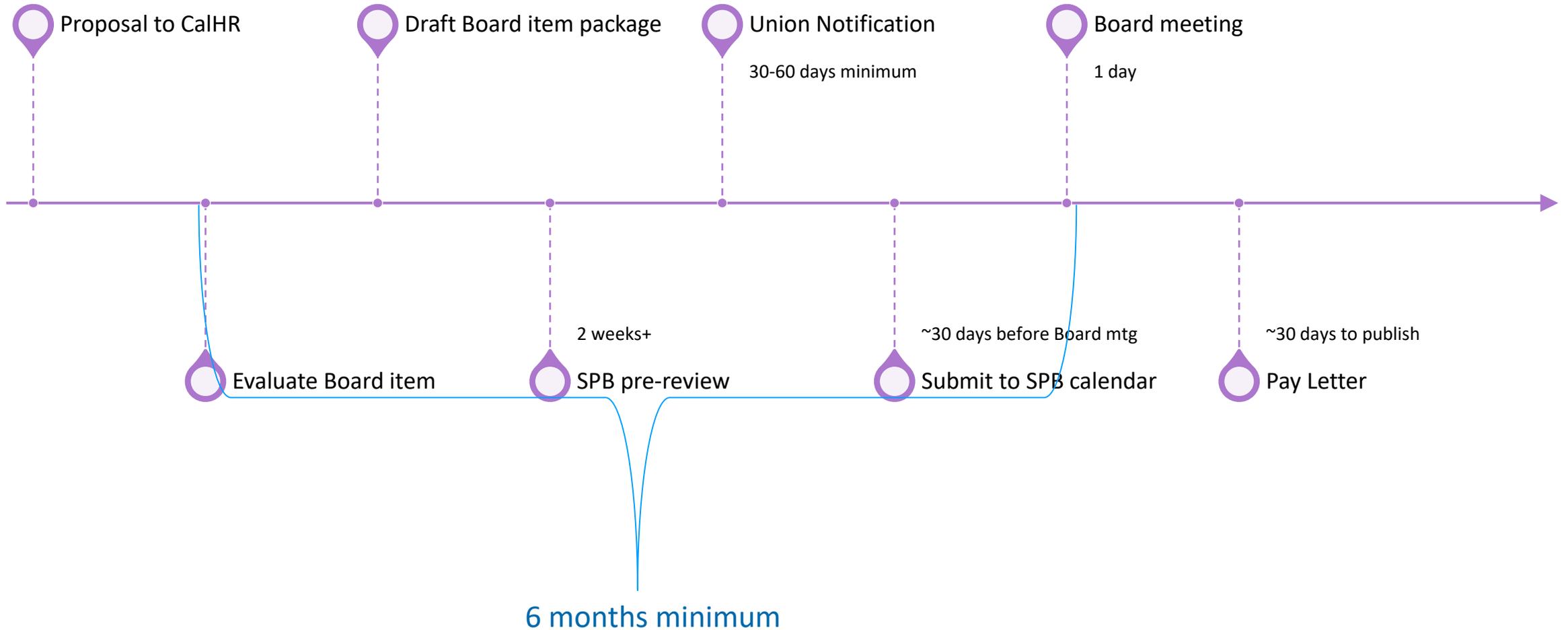
- CalHR prepares final version of Board Item package and submits to SPB for Board approval.
- SPB places the Board Item package on the Board's hearing calendar, which is posted on the website 10 days prior to meeting date.
- Board hears item and votes whether to approve.

Class Plan Revision Process

Step 6: Implementation

- Once Board approves the Class Plan Revision (Board Item), CalHR prepares a Pay Letter and website updates to the Class Specs and Alternate Range Criteria (if applicable)

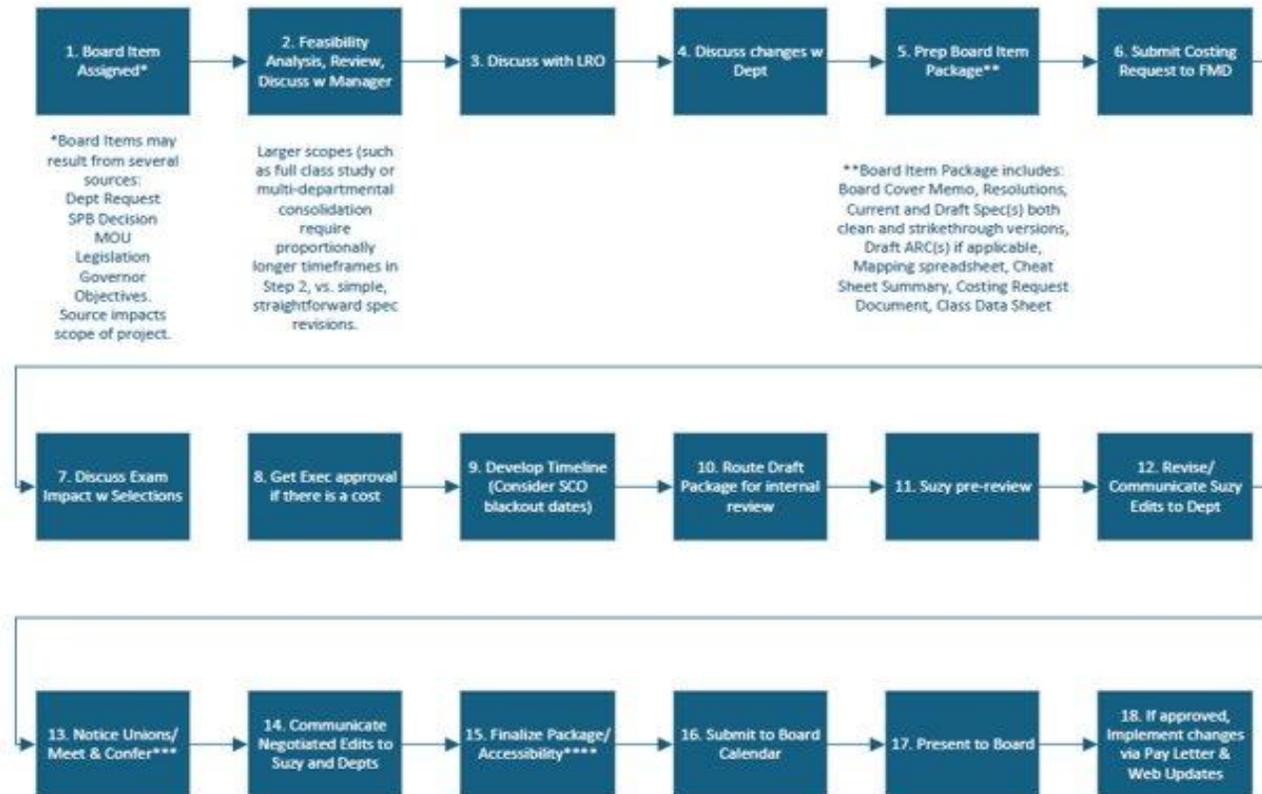
What is the Timeline for a Board Item?



Why Does a Board Item Take "So Long"?

- Online HR Manual describes Board Item Process at high level.
- In reality, Step 3 Evaluate, discussed above requires CalHR to perform 12 in-depth internal steps.

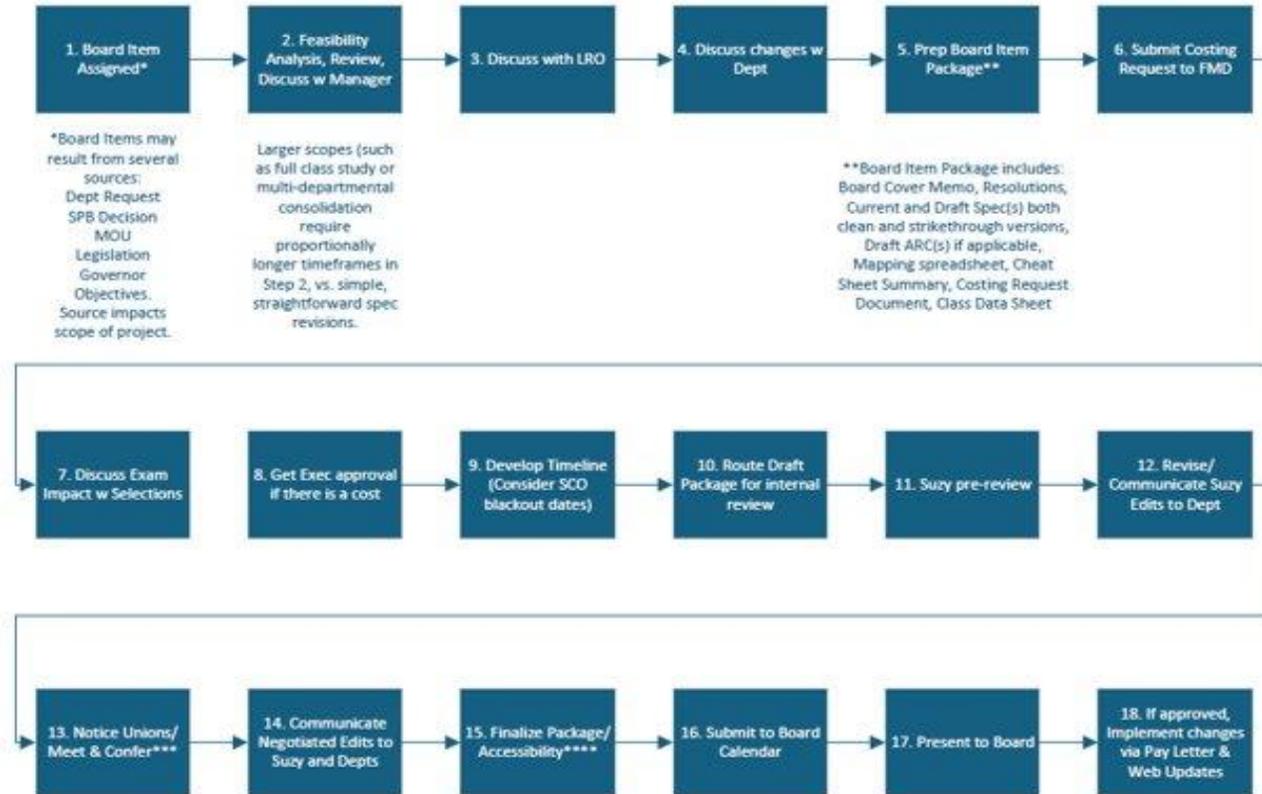
Board Item Process – High Level Flow Chart 6/9/2025



Can't a Board Item Be Done Any Faster?

- 60 days allotted for notice & meet/confer
- Accessibility & mandatory Agenda pre-posting period add another 30 days.
- Blackout months
- Competing priorities

Board Item Process – High Level Flow Chart 6/9/2025



Questions?

Next Steps & Closing Remarks

Please take a moment to
complete this short survey.
Your Feedback is Important to
Us.

Thank You!





Save the Date

2025 CalHR Annual Conference

Oct. 29, 2025

Scottish Rite Masonic Center

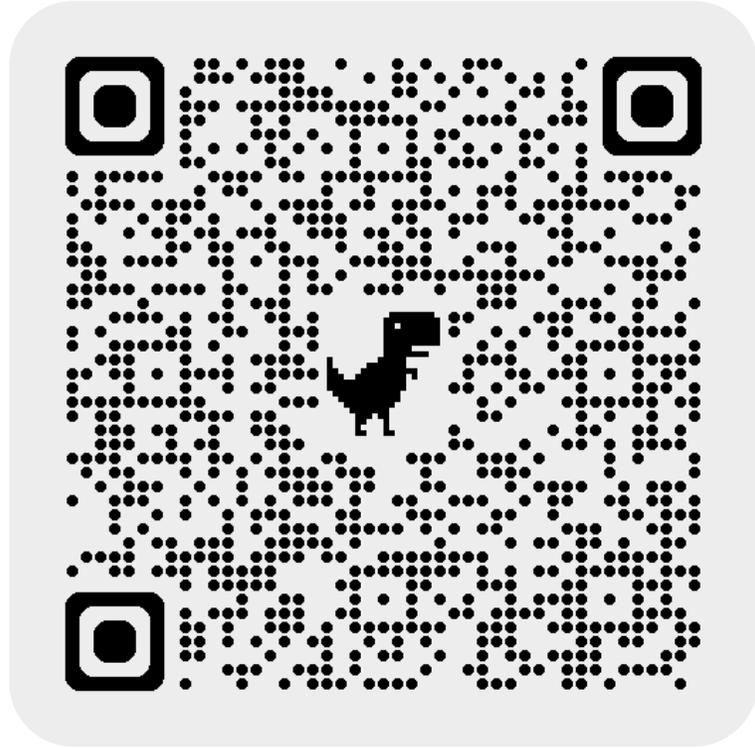


**Embracing
Change with
Purpose**



Local Restaurants

- **Bambinas Pizza and Pasta** (Italian)1610 R St #130
- **Burgers and Brew** (Brew Pub)1409 R St
- **Cafe Bernardo - R15** (European)1431 R St
- **Mendocino Farms** (Salad & Sandwiches) ...1610 R St
- **Pressed Juicery** (Pressed Juices)1710 R St
- **Shake Shack** (Hamburgers)1710 R St #190
- **DAD’s Sandwiches** (Delicatessen)1310 S St
- **Hook and Ladder** (American)1630 S St
- **Iron Horse Tavern** (Gastropub)1800 15th St
- **Mas Taco Bar** (Mexican)1800 15th St
- **Ernesto’s Mexican Food** (Mexican)1901 16th St
- **Magpie Café** (American)1601 16th St
- **Maydoon** (Persian)1501 16th St #111
- **Orchid Thai** (Thai) 1609 16th St
- **Panda Express** (Chinese)1802 19th St



Coffee Houses

- **Naked Lounge**....1500 Q Street
- **Philz Coffee**1725 R St
- **Starbucks**1800 19th St (inside Safeway)
- **Temple Coffee Roasters**1616 16th St

