



CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

1515 S Street, North Building, Suite 400  
Sacramento, CA 95811

Governor Gavin Newsom  
Secretary, Government Operations Agency Nicolas Maduro  
Director Eraina Ortega

**DATE:** August 11, 2025

**TO:** Five-Member State Personnel Board

**FROM:** Melissa Russell, Chief *Melissa Russell*  
Personnel Management Division

**SUBJECT:** Generalist Classification Consolidation

### SUMMARY OF ISSUES

The State of California's current classification plan consists of numerous department-specific classifications that share the same knowledge, skills, abilities, and competencies as the generalist service-wide classifications. These department-specific classifications evolved from delegated testing authority as a tool for departments to more effectively manage their own recruitment and examinations. Departments expend substantial employee and fiscal resources administering exams that take several months to complete. Over the decades, improvements in technology have led to an automated examination system that allows exams to be continuously available, eliminating the need for departments to conduct their own exams. Therefore, consolidating equivalent department-specific classifications into service-wide classes will allow departments to utilize a fresh, timely, and more robust applicant pool.

This proposal consists of numerous classifications, both service-wide and department-specific, that perform work of an analytical nature throughout administrative and program areas in state government. General analytical classifications comprise many different functionalities within an office setting. The work includes but is not limited to, program support, administrative services functions, human resources, business services, budgets, and contracts. Classifications that fall under these areas will be consolidated into a "Generalist" classification series. This work is typically found in administrative and program areas and generally requires incumbents to use common office software programs (e.g., email, spreadsheet, database, presentation software) to complete daily functions. Incumbents may be expected to provide general customer service and provide information and responses to stakeholders via written correspondence, in person contact, and formal and/or informal presentations.

The "Generalist" series is categorized by four distinct bodies of work: support, technical, analytical, and supervisory/managerial. However, this proposal focuses on classifications that are analytical and supervisory/managerial in nature. Within these categories of work there are multiple classifications which have overlapping duties that share the same tests of fitness, as well as the same knowledge, skills, and abilities (KSAs) required for incumbents to be successful. This current structure was developed over several decades as individual departments requested the creation of narrowly defined classifications. Today, candidates find it

extremely difficult to apply for, and secure jobs within state service because of the state's complex classification plan that requires candidates to take and pass several different examinations to be eligible for essentially the same type of work at multiple departments.

Specifically, this board item proposes to:

- Revise and retitle the current service wide staff services classifications of: Staff Services Analyst (SSA), Associate Governmental Program Analyst (AGPA), and the four levels of Staff Services Manager series (SSM);
- Reallocate incumbents of department-specific classifications to the revised classifications;
- Abolish classifications after incumbents have been reallocated;
- Update Alternate Range Criteria (ARC) 069; and
- Abolish ARCs 005, 065, 113, 137, 149, and 412.

## CONSULTED

CalHR sent this proposal via email to all departments through the Personnel Officer mailing list and provided the opportunity for all departments to provide feedback/recommendations. Feedback received from departments and other stakeholders was reviewed and incorporated into the proposal where feasible.

## NOTIFICATION

The Service Employees International Union (SEIU), Local 1000, Association of California State Supervisors (ACSS), and California Association of Managers and Supervisors (CAMS) were notified on August 16, 2024, of this proposal. CalHR met and conferred on this proposal with ACSS on September 20, 2024. CalHR met and conferred on this proposal with SEIU on the following dates: October 10, 2024, November 14, 2024, January 7, 2024, February 20, 2025, April 3, 2025, April 25, 2025, and May 5, 2025.

## BACKGROUND

The state's classification plan consists of multiple service-wide and department-specific classifications that generally fall into four bodies of work: (1) support, (2) technical, (3) analytical, and (4) supervisorial/managerial. CalHR considered creating a single classification series for all four categories, but found the defined duties, KSAs and Minimum Qualifications (MQs) varied vastly between the four bodies of work. These categories are defined as follows:

1. **Support** – This work is routine in nature and has clear procedures and directions for incumbents to refer to in order to carry out tasks. The work is generally repetitive in nature and has a low complexity level and low consequence of error. MQs for these classifications are minimal and, in some cases, non-existent.
2. **Technical** – This work requires more program-related knowledge than the work found at the support levels. While there are set procedures for incumbents to follow to handle each individual task, incumbents have to make decisions on the best route to take among multiple possible procedure choices depending on which one may be applicable in a given instance. The consequence of error may range from mild to high depending

on the specific situation. MQs for these classifications typically require at least two years of work experience.

3. **Analytical** – This work is distinct from the work at the other levels as incumbents must come up with solutions to individual problems without the use of set procedures. Incumbents must utilize critical thinking and innovative solutions to determine the most appropriate course of action and/or to develop procedures. Incumbents work with a high degree of independence to determine solutions to complex problems. This work is considered professional and is typically entered into with an education requirement.
4. **Supervisory/Managerial** – This work describes supervisory and managerial relationships that provide direct or indirect supervision of the support, technical, analytical, and lower level supervisory/managerial classifications as they relate to different program areas and functions. At the lower levels, incumbents may be working supervisors who work on the most complex projects within their respective units. Higher level managers provide supervision and project management and significant responsibility for administering agency or departmental policies and programs.

Due to the differences in the four bodies of work, CalHR determined that combining these categories was not feasible and would create situations where employees were being compensated equally for performing tasks with distinctly different complexity and consequence of error, requiring different knowledge, skills, abilities, and competencies. This proposal focuses on classifications that fall into the Analytical and Supervisory/Managerial bodies of work.

## CLASSIFICATION CONSIDERATIONS

The scope of this project was defined by the following criteria:

1. Classification must be affiliated only with Bargaining Unit 01 (BU 01).
2. The primary body of work must be analytical, or supervisory/managerial.
3. Consolidated classifications should have similar minimum qualifications.
4. Impacted employees must remain whole; this includes:
  - a. Current and future earnings potential;
  - b. Upward mobility opportunities; and
  - c. Comparable benefits.
5. Departmental impacts must be minimal (e.g., cost of implementation and/or amount of reorganization required); and
6. Must adhere to Government Code section 19818.6.
  - a. The positions are sufficiently similar in respect to duties and responsibilities that the same descriptive title may be used;
  - b. Substantially the same requirements as to education, experience, knowledge, and ability are demanded of incumbents; and
  - c. Substantially the same tests of fitness may be used in choosing qualified appointees.

These criteria were developed to ensure that each consolidation effort does no harm to current incumbents, complies with current laws and regulations, and meets the needs of user departments.

CalHR assessed the current analytical path in the classification plan by reviewing all BU 01 classifications that either fell under the definition of “general business practices” or were analytical classes with department-specific titles. This includes but is not limited to analytical work in human resources, budgets, contracts, consultative services, and program areas. CalHR determined the existing generalist structure, including the SSA, and AGPA, is a clear path that is widely used and should be maintained but retitled. Additionally, CalHR found a significant number of classifications that have similar minimum qualifications, knowledge and abilities, and similar general duties in support of administrative functions within different program or project areas.

CalHR considered the viability of consolidating the existing levels of SSA and AGPA into one deep classification and found several reasons why vertical consolidation is problematic and unsupported. While some program areas utilize these classifications as interchangeable, there are instances where the use of the journey level analytical classification may be restrictive due to the cost and/or proper position allocation. For example, smaller departments where cost may be prohibitive, or program areas where a natural progression from entry to full journey level analytical work may not be appropriate based on the level of duties, responsibilities, independence and/or complexity required.

In addition, CalHR considered the viability of creating a Range D for the current SSA deep class based on allocation. However, allocation-based ranges are often difficult to track, and can be subjective, resulting in the assigning of higher-level work that is not based on merit. Alternatively, if the classification were to become a traditional deep classification, automatic progression may not prepare an incumbent to be successful at the next level, ultimately setting up the employee for failure as they attempt progress into the higher levels.

Further research and analysis, both historic and current, demonstrate a growing demand for higher specialist levels to support the increasing level of complex analytical duties in state government. CalHR is proposing the addition of two new higher-level analyst classifications. These two new classifications will follow the existing classification series structure that utilize higher-level specialists and will be established above the existing AGPA classification. By establishing two new higher-level analysts within the series, the state may consolidate additional department-specific series, further reducing the number of classifications in the state. In addition, these additional higher-level analyst classifications will provide career development opportunities for incumbents who are experts in their respective areas and can assist program areas by providing an appropriate classification for positions that do not necessarily warrant a supervisory designation.

Classifications that fit into the proposed structure were evaluated on the following basis: scope of work comprising duties that are more than half analytical in nature; incumbents (specifically entry and associate levels) could potentially transfer the skills learned in one program area to another program area by using basic analytical principles; and, similar knowledge and abilities, similar levels of complexity, and similar minimum qualifications that are broad in nature. The higher-level analysts are intended to be promotional opportunities for incumbents who have

been successful in gaining expertise in their respective areas where that knowledge and ability will assist with complex issues that have previously been left to specialist positions, e.g., Staff Services Manager I (Specialist).

CalHR also considered hard to fill department-specific classifications that have recruitment issues due to extremely restrictive minimum qualifications. After discussions with the user departments, CalHR determined that the more generalized minimum qualifications of the proposed statewide analyst series would assist these departments in their recruitment efforts.

To further this flexibility and to increase candidate pools, CalHR proposes to utilize single pattern MQs ensuring equity for internal and external candidates and broadening the type of qualifying experience. The MQs for the entry level analyst were broadened by allowing analytical, technical, clerical, or customer service experience to qualify for appointment to the SSA class, which the State Personnel Board adopted during its May 2023 meeting. In the entry level SSA class, analytical work is introduced at Range A and increases in analytical complexity as a person moves through the ranges. The MQs for the higher levels in the series become more narrowly focused to require analytical and/or technical work to qualify. This is due to the nature of the work, which requires analytical proficiencies. CalHR considered only allowing analytical work to qualify, however, including technical concepts allows for further consolidations of technical classes and creates a clear promotional path from both the technical and clerical classifications into the analytical series.

Additionally, CalHR proposes MQs that are cumulative in nature and build as the incumbent moves through the series. Each MQ has a total number of years and identifies a comparable civil service class to be used as the basis for evaluating all experience regardless of whether it is gained inside or outside of state service. This broadening of the MQs will not only assist departments in recruiting new civil servants but also will make it easier for incumbents in state service to qualify for different career paths.

### **Supervisory/Managerial**

CalHR assessed the current supervisory and managerial path in the classification plan and reviewed all BU 01 classifications that fell under the “general supervision/management” category. This includes, but is not limited to, supervisor and manager work in human resources, budgets, contracts, consultative services, and program areas. CalHR considered the SSM series in addition to the comparable department-specific classifications and how they would fit with the existing structure. The structure of the SSM series is duplicated among many department-specific series. CalHR proposes to modify the existing specification for the SSM series and incorporate other equivalent classifications.

CalHR considered the viability of consolidating the SSM II (Supervisory) and SSM II (Managerial), however these classifications hold different collective bargaining identifier designations. Based on the Ralph C. Dills Act, the managerial designation is defined as having a significant role in the formulation, implementation, or monitoring of departmental policy as it pertains to the department’s mission. The supervisory designated level has authority over the

interests of the employer and would not hold significant policy-making authority. Due to these distinct differences in allocation requirements, CalHR proposes that these levels remain separated.

Currently, in limited occurrences, the SSM I and II classifications are used in a specialist capacity. This is considered an exceptional allocation as they may have no or limited subordinate staff. The use of the classification in this manner is due to a lack of high-level generalist classifications in the series. To limit the use of exceptional allocations and not unnecessarily place incumbents who are not supervisory in an excluded classification, this proposal will establish two high level analyst concepts similar to what is currently found in department-specific series. This will ensure classifications are allocated appropriately with the correct designation based on government codes and the Ralph C. Dills Act.

The proposal does not remove the ability to utilize the SSM I and II classifications in a specialist capacity as there will continue to be limited need for a specialist with an excluded designation. Additionally, the proposal does not reallocate incumbents in specialist capacities to the new levels, as this would negatively impact current incumbents' salaries and benefits. Rather, CalHR will provide tools, guidance, and consultation to departments to determine if the work requires an excluded designation or if the work is more appropriately allocated at the newly represented analyst levels. This will be done as positions currently allocated as SSM I or II specialists become vacant.

In summary, CalHR proposes to create a four-level rank-and-file analyst series by broadening the two existing statewide analytical classifications into a series and incorporating two higher level analyst classifications from department-specific series. CalHR's proposed generalist structure also broadens the existing four-level state supervisory/managerial series.

To facilitate a smooth conversion, CalHR proposes the changes to the current classifications, the reallocation of incumbents, and any secondary range changes that occur as a result of reallocation. This will have a delayed implementation date and take effect after adoption on January 1, 2026.

### Scope

CalHR determined the following classifications fall within the defined project scope and can be consolidated into the proposed generalist series through board reallocation:

Class Code	Schematic Code	Class Title	Approx. Incumbent Count*
1822	KA55	Political Reform Program Specialist	2
1824	KA56	Political Reform Program Senior Specialist	1

<b>Class Code</b>	<b>Schematic Code</b>	<b>Class Title</b>	<b>Approx. Incumbent Count*</b>
4289	JV80	Associate Program Specialist, California Debt Advisor Commission	0
4414	KH28	Associate Medi-Cal Eligibility Analyst	6
4648	JW26	Health Planning Specialist II	1
4658	JP32	Associate Risk Analyst	5
4666	JW28	Health Planning Specialist I	0
4672	KH14	Health Analyst	0
4685	JP34	Assistant Risk Analyst	0
4686	JP30	Staff Risk Manager	2
4742	KK40	Associate Business Management Analyst	69
4781	KE74	Assistant Hospital Administrator	4
4800	JY15	Staff Services Manager I	5208
4801	JY12	Staff Services Manager II (Supervisory)	2068
4802	JY05	Staff Services Manager III	813
4901	KP60	Associate Materials Analyst	7
4969	JY10	Staff Services Manager II (Managerial)	163
5103	JR32	Pension Program Analyst	0
5104	JR34	Associate Pension Program Analyst	10
5142	KY90	Associate Personnel Analyst	712
5156	JY25	Junior Staff Analyst (General)	0
5157	JY20	Staff Services Analyst (General)	6188
5168	LA30	Test Validation and Development Specialist II	0
5183	LA35	Test Validation and Development Specialist I	0
5188	JR25	Retirement Program Specialist II (Technical)	11
5194	LC25	Training Officer II	12
5196	LC20	Training Officer III	2
5197	LC30	Training Officer I	50
5203	JR30	Retirement Program Specialist I	1
5246	LE10	Associate Management Analyst	5
5250	LE48	Records Management Analyst I	1
5265	LE46	Records Management Analyst II (Specialist)	0
5284	LF30	Associate Budget Analyst	112

<b>Class Code</b>	<b>Schematic Code</b>	<b>Class Title</b>	<b>Approx. Incumbent Count*</b>
5334	JY84	Associate Operations Analyst, Franchise Tax Board	99
5335	JY82	Staff Operations Specialist, Franchise Tax Board	93
5343	KF73	Legislative Coordinator, State Controller's Office	1
5346	JY80	Senior Operations Specialist, Franchise Tax Board	61
5354	KA36	Elections Specialist	0
5358	KG30	Administrative Assistant II	82
5361	KG40	Administrative Assistant I	85
5377	KG20	Special Assistant to the Director, Department of the Youth Authority	0
5393	JY35	Associate Governmental Program Analyst	16159
5493	KD10	Associate Small Business Officer	1
7055	KI70	Supervising Health Care Service Plan Analyst	0
7371	MA10	Education and Outreach Specialist	0
8402	KI10	Communicable Disease Manager III	1
8403	KI30	Communicable Disease Specialist II	0
8404	KI32	Communicable Disease Specialist I	1
8406	KI74	Staff Health Care Service Plan Analyst	1
8431	KI12	Communicable Disease Manager II	0
8447	KI78	Assistant Health Care Service Plan Analyst	0
8448	KI76	Associate Health Care Service Plan Analyst	1
8449	KI72	Senior Health Care Service Plan Analyst	1
9051	KI34	Consulting Communicable Disease Representative	0
9511	WR20	Fair Employment and Housing Consultant II	1
9512	WR16	Fair Employment and Housing Consultant III(Supervisor)	0
9513	WR25	Fair Employment and Housing Consultant I	1
9518	WR60	Field Examiner I, Agricultural Labor Relations Board	4
9519	WR55	Field Examiner II, Agricultural Labor Relations Board	10



<b>Class Code</b>	<b>Schematic Code</b>	<b>Class Title</b>	<b>Approx. Incumbent Count*</b>
9520	WR50	Field Examiner III, Agricultural Labor Relations Board	2
9547	WR17	Fair Employment and Housing Consultant III (Specialist)	30

\*Incumbent data as of March 1, 2025

CalHR has determined that the following classifications cannot be consolidated through Board Resolution. However, the body of work can be performed by the applicable generalist classification in the new series in the future. Therefore, the classifications below will be designated with footnote 24 to be abolished upon vacancy.

<b>Class Code</b>	<b>Schematic Code</b>	<b>Class Title</b>	<b>Incumbent Count</b>
9510	WR10	Administrator II, Fair Employment and Housing	1

CalHR has determined that although the following classifications do not meet the criteria for reallocation, they are vacant and shall be abolished as the associated duties and responsibilities may be appropriately allocated within the generalist structure.

<b>Class Code</b>	<b>Schematic Code</b>	<b>Class Title</b>
5201	JR20	Retirement Program Specialist II (Supervisor)
9050	KI16	Supervising Communicable Disease Representative
8430	KI14	Communicable Disease Manager I
9052	KI18	Communicable Disease Representative
9542	WR12	Administrator I, Fair Employment and Housing

The CalHR Selection Division is maintaining the existing examinations for the current generalist classifications. The Selections team is working to create the examinations for the two proposed new levels of generalist classifications. Examinations are expected to be available approximately 180 days after the adoption of this board item. CalHR proposes that for the new statewide analyst classifications (Analyst III and Analyst IV), as part of this board item, the current certification lists be used during the interim to make appointments to the revised classifications.

Implementation of this project will include CalHR informational meetings for departmental human resources professionals. These informational meetings are part of the communication

plan for the project and will be followed by detailed pay letter instructions to be released after adoption. These meetings will take place after the month in which the board item is adopted and prior to implementation, with the potential for more based on the demand. CalHR will provide departmental leaders with the necessary information to keep their staff apprised of the changes and any new information as it becomes available. The Personnel Management Division will be available for departmental questions, training, and guidance on direction of the use of these proposed classifications.

## RECOMMENDATIONS

1. That the classifications below be established, and the probationary periods be as specified below:

Class Code	Class Title	Probationary Period
5402	Analyst III	12 Months
5403	Analyst IV	12 Months

2. That the titles of the following classifications be changed as indicated below; and that the revised General Analytical series specifications, as shown in this board calendar, be adopted; and that the probationary periods be set as indicated below:

Class Code	Current Class Title	Proposed Class Title	Probationary Period
4800	Staff Services Manager I	Supervisor I	12 Months
4801	Staff Services Manager II (Supervisory)	Supervisor II	12 Months
4802	Staff Services Manager III	Manager II	12 Months
4969	Staff Services Manager II (Managerial)	Manager I	12 Months
5157	Staff Services Analyst (General)	Analyst I	12 Months
5393	Associate Governmental Program Analyst	Analyst II	12 Months

3. That Alternate Range Criteria 069 be amended as follows:

### Alternate Range Criteria 069

Established: 09/22/1977

Revised: ~~04/01/2023~~01/01/2026

Experience gained outside State service ~~may~~shall be credited ~~only~~ if the appointing power believes the experience was satisfactory and comparable in type and quality to that of an ~~Staff Services Analyst I~~.

Range A. This range shall apply to those individuals who do not meet the criteria for Range B or Range C.

Range B. This range shall apply to persons who have satisfactorily completed ~~the equivalent to six months of experience equivalent to that of an Analyst I (Range A)~~ ~~Staff Services Analyst (Range A)~~ or Staff Services Analyst, Fair Political Practices Commission (Range A), or Management Services Technician (Range B); ~~or and may apply to persons who have the equivalent of six months of satisfactory experience outside of State service performing~~

analytical duties ~~similar~~ equivalent to those of an Staff Services Analyst I.

Range C. This range shall apply to persons who have graduated from a recognized four-year accredited college or university; or who satisfactorily completed the equivalent of 12 months of experience equivalent to Staff Services Analyst I (Range B) or Staff Services Analyst, Fair Political Practices Commission (Range B), experience; ~~and/or may apply to~~ persons who have ~~the equivalent of~~ 18 months of satisfactory experience outside the State service performing analytical duties ~~similar~~ equivalent to those of ~~Staff Services an~~ Analyst I.

Typical examples of the settings of experience used in meeting the criteria are: State service; the Federal Government; other State and local government entities; special districts such as schools and utilities; higher education administrative units; and private industry entities which provide work experience comparable to that of an Staff Services Analyst I. Experience in different settings may be combined towards meeting the criteria.

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of California Code of Regulations, title 2, section 599.674, except that upon movement to Range C, the provisions of California Code of Regulations, title 2, section 599.676 shall apply.

4. That all new appointments to the Analyst II classification that requires a probationary period and that are effective on or after January 1, 2026, shall require completion of a 12-month probationary period before an employee attains permanent status in the class.
5. That all individuals appointed to the classes in Column II before January 1, 2026, who are serving a required probationary period and who are reallocated to a classification in Column V as a result of this Board action shall attain permanent status in the new classification upon completion of the designated probationary period as shown in Column III from their original appointment date to the class in Column II.

Class Code	Class Title (Column II)	Probation Period (Column III)	Class Code	Class Title (Column V)
4672	Health Analyst	12 Months	5157	Analyst I
4685	Assistant Risk Analyst	6 Months	5157	Analyst I
5103	Pension Program Analyst	12 Months	5157	Analyst I
5156	Junior Staff Analyst (General)	12 Months	5157	Analyst I
5183	Test Validation and Development Specialist I	6 Months	5157	Analyst I
5203	Retirement Program Specialist I	12 Months	5157	Analyst I
5250	Records Management Analyst I	6 Months	5157	Analyst I
5361	Administrative Assistant I	6 Months	5157	Analyst I
8447	Assistant Health Care Service Plan Analyst	6 Months	5157	Analyst I

<b>Class Code</b>	<b>Class Title (Column II)</b>	<b>Probation Period (Column III)</b>	<b>Class Code</b>	<b>Class Title (Column V)</b>
9051	Consulting Communicable Disease Representative	12 Months	5157	Analyst I
9513	Fair Employment and Housing Consultant I	12 Months	5157	Analyst I
9518	Field Examiner I, Agricultural Labor Relations Board	12 Months	5157	Analyst I
1822	Political Reform Program Specialist	12 Months	5393	Analyst II
4289	Associate Program Specialist, California Debt Advisor Commission	12 Months	5393	Analyst II
4414	Associate Medi-Cal Eligibility Analyst	6 Months	5393	Analyst II
4658	Associate Risk Analyst	12 Months	5393	Analyst II
4742	Associate Business Management Analyst	6 Months	5393	Analyst II
4901	Associate Materials Analyst	6 Months	5393	Analyst II
5104	Associate Pension Program Analyst	6 Months	5393	Analyst II
5142	Associate Personnel Analyst	6 Months	5393	Analyst II
5168	Test Validation and Development Specialist II	6 Months	5393	Analyst II
5188	Retirement Program Specialist II (Technical)	6 Months	5393	Analyst II
5197	Training Officer I	12 Months	5393	Analyst II
5246	Associate Management Analyst	6 Months	5393	Analyst II
5265	Records Management Analyst II (Specialist)	6 Months	5393	Analyst II
5284	Associate Budget Analyst	6 Months	5393	Analyst II
5334	Associate Operations Specialist, Franchise Tax Board	6 Months	5393	Analyst II
5358	Administrative Assistant II	6 Months	5393	Analyst II
5393	Associate Governmental Program Analyst	6 Months	5393	Analyst II
5493	Associate Small Business Officer	6 Months	5393	Analyst II
7371	Education And Outreach Specialist	12 Months	5393	Analyst II
8404	Communicable Disease Specialist I	12 Months	5393	Analyst II
8448	Associate Health Care Service Plan Analyst	6 Months	5393	Analyst II
9511	Fair Employment and Housing Consultant II	12 Months	5393	Analyst II
9519	Field Examiner II, Agricultural Labor Relations Board	6 Months	5393	Analyst II
1824	Political Reform Program Senior Specialist	12 Months	5402	Analyst III
4666	Health Planning Specialist I	12 Months	5402	Analyst III
5335	Staff Operations Specialist, Franchise Tax Board	12 Months	5402	Analyst III
5354	Elections Specialist	6 Months	5402	Analyst III

<b>Class Code</b>	<b>Class Title (Column II)</b>	<b>Probation Period (Column III)</b>	<b>Class Code</b>	<b>Class Title (Column V)</b>
8403	Communicable Disease Specialist II	12 Months	5402	Analyst III
8406	Staff Health Care Service Plan Analyst	6 Months	5402	Analyst III
9547	Fair Employment and Housing Consultant III (Specialist)	12 Months	5402	Analyst III
4648	Health Planning Specialist II	12 Months	5403	Analyst IV
5346	Senior Operations Specialist, Franchise Tax Board	12 Months	5403	Analyst IV
4686	Staff Risk Manager	12 Months	4800	Supervisor I
5194	Training Officer II	12 Months	4800	Supervisor I
8431	Communicable Disease Manager II	12 Months	4800	Supervisor I
9512	Fair Employment and Housing Consultant III (Supervisor)	12 Months	4800	Supervisor I
9520	Field Examiner III, Agricultural Labor Relations Board	6 Months	4800	Supervisor I
5196	Training Officer III	12 Months	4801	Supervisor II
5343	Legislative Coordinator, State Controller's Office	12 Months	4801	Supervisor II
5377	Special Assistant to The Director, Department of The Youth Authority	12 Months	4801	Supervisor II
8402	Communicable Disease Manager III	12 Months	4801	Supervisor II
8449	Senior Health Care Service Plan Analyst	12 Months	4801	Supervisor II
4781	Assistant Hospital Administrator	12 Months	4969	Manager I
4802	Staff Services Manager III	12 Months	4802	Manager II
7055	Supervising Health Care Service Plan Analyst	12 Months	4802	Manager II

6. That the classifications listed below be abolished after reallocation of the incumbents:

<b>Class Code</b>	<b>Class Title</b>
1822	Political Reform Program Specialist
1824	Political Reform Program Senior Specialist
4289	Associate Program Specialist, California Debt Advisor Commission
4414	Associate Medi-Cal Eligibility Analyst

<b>Class Code</b>	<b>Class Title</b>
4648	Health Planning Specialist II
4658	Associate Risk Analyst
4666	Health Planning Specialist I
4672	Health Analyst
4685	Assistant Risk Analyst
4686	Staff Risk Manager
4742	Associate Business Management Analyst
4781	Assistant Hospital Administrator
4901	Associate Materials Analyst
5103	Pension Program Analyst
5104	Associate Pension Program Analyst
5142	Associate Personnel Analyst
5156	Junior Staff Analyst (General)
5168	Test Validation and Development Specialist II
5183	Test Validation and Development Specialist I
5188	Retirement Program Specialist II (Technical)
5194	Training Officer II
5196	Training Officer III
5197	Training Officer I
5203	Retirement Program Specialist I
5246	Associate Management Analyst
5250	Records Management Analyst I
5265	Records Management Analyst II (Specialist)
5284	Associate Budget Analyst
5334	Associate Operations Analyst, Franchise Tax Board
5335	Staff Operations Specialist, Franchise Tax Board
5343	Legislative Coordinator, State Controller's Office
5346	Senior Operations Specialist, Franchise Tax Board
5354	Elections Specialist
5358	Administrative Assistant II
5361	Administrative Assistant I
5377	Special Assistant to the Director, Department of the Youth Authority
5493	Associate Small Business Officer
7055	Supervising Health Care Service Plan Analyst
7371	Education and Outreach Specialist

<b>Class Code</b>	<b>Class Title</b>
8402	Communicable Disease Manager III
8403	Communicable Disease Specialist II
8404	Communicable Disease Specialist I
8406	Staff Health Care Service Plan Analyst
8431	Communicable Disease Manager II
8447	Assistant Health Care Service Plan Analyst
8448	Associate Health Care Service Plan Analyst
8449	Senior Health Care Service Plan Analyst
9051	Consulting Communicable Disease Representative
9511	Fair Employment and Housing Consultant II
9512	Fair Employment and Housing Consultant III(Supervisor)
9513	Fair Employment and Housing Consultant I
9518	Field Examiner I, Agricultural Labor Relations Board
9519	Field Examiner II, Agricultural Labor Relations Board
9520	Field Examiner III, Agricultural Labor Relations Board
9547	Fair Employment and Housing Consultant III (Specialist)

7. That Footnote 24 be applied to the classes below to prevent further appointments to the classes and to designate that they are to be abolished when they become vacant:

<b>Class Code</b>	<b>Class Title</b>
9510	Administrator II, Fair Employment and Housing

8. That the vacant classifications below be abolished on the effective date of this Board meeting, August 11, 2025.

<b>Class Code</b>	<b>Class Title</b>
5201	Retirement Program Specialist II (Supervisor)
9050	Supervising Communicable Disease Representative
8430	Communicable Disease Manager I
9052	Communicable Disease Representative
9542	Administrator I, Fair Employment and Housing

9. That the following associated Alternate Range Criteria be abolished:

005

065

113

137

149

412

10. And that the attached resolution be adopted.



## RESOLUTION

WHEREAS, the State Personnel Board on August 11, 2025, adopted the revised series indicated in Column V below; and the duties and responsibilities of these classes were substantially included in the previously existing classes indicated in Column II below; and

WHEREAS, the knowledge, abilities, and minimum qualifications required for the classes indicated in Column V were substantially tested for in the examinations held for the classes listed in Column II; and

WHEREAS, the tests of fitness have been met by individuals in classes indicated in Column II who are being reallocated to classes in Column V by a status resolution; and

WHEREAS, it has been determined that the duties and responsibilities that have been performed by incumbents in the classifications in Column II are appropriate for reallocation to the classifications in Column V; therefore, be it

RESOLVED, that each person with civil service status in the classes in Column II on January 1, 2026, be reallocated to, and hereby granted the same civil service status without further examination in the class listed in Column V; and be it further

RESOLVED, that those individuals shall be reallocated by way of the published pay letter and appropriate personnel transaction(s); and be it further

RESOLVED, that individuals with mandatory reinstatement rights for the classes in Column II shall retain those rights for the comparable class in Column V until expiration of those rights for the classes in Column II; and be it further

RESOLVED, that individuals on any existing reemployment lists, for the classifications in Column II, shall be placed on reemployment lists for the comparable classification in Column V until expiration of their eligibility on the reemployment lists for the classifications in Column II; and be it further

RESOLVED, that any existing employment lists other than reemployment lists established for the classes indicated in Column II shall be used to certify to fill vacancies in the classes indicated in Column V until such lists are abolished, exhausted, or superseded by lists for classes indicated in Column V, and persons on any existing reemployment lists for the classes indicated in Column II shall also be placed on reemployment lists for the classes indicated in Column V until expiration of their eligibility on the reemployment lists for the classes indicated in Column II: and

## Consolidation of Generalist Classification

### Page 2

WHEREAS, incumbents who are being reallocated from the classifications marked with an asterisk in Column I, listed by title in Column II, below were serving a six month probationary period; and

WHEREAS, incumbents in the other classes not marked with an asterisk in Column I who are being reallocated from the classifications listed by title in Column II below were serving a 12-month probationary period; and

WHEREAS, the classifications indicated in Column V have a 12-month probationary period; and

WHEREAS, it has been determined that the duties and responsibilities that have been performed by incumbents in the classifications indicated in Column II are appropriate for reallocation to the classifications indicated in Column V; therefore, be it

RESOLVED, that each person with civil service status in the classifications in Column II as of January 1, 2026, shall be reallocated to, and hereby granted the same civil service status without further examination in the classification in Column V; and be it further

RESOLVED, that all appointments to the classifications indicated in Column V that require a probationary period and that are effective on or after January 1, 2026, shall require service of a 12-month probationary period before an employee may attain permanent status in the classifications; and be it further

RESOLVED, that all incumbents in the classifications marked with an asterisk in Column I, indicated by title in Column II below who on January 1, 2026, have less than six months of probationary status in the classifications indicated in Column II below shall complete their probation when they have served the equivalent of six months of combined experience in the classification in Column II and Column V and shall be given permanent status in the classifications indicated in Column V; and be it further

RESOLVED, that those incumbents in the classifications indicated in Column II below with a 12-month probationary period who on January 1, 2026, have less than 12 months probationary status in the classifications indicated in Column II below shall complete their probation when they have served the equivalent of 12 months of combined experience in the classification in Column II and Column V and shall be given permanent status in the classifications indicated in Column V.

Column I	Column II	Column III	Column IV	Column V	Column VI
Class Code	Class Title	Range	Class Code	Class Title	Range
4672	Health Analyst	A	5157	Analyst I	A
4672	Health Analyst	B	5157	Analyst I	B
4672	Health Analyst	C	5157	Analyst I	C
4685*	Assistant Risk Analyst		5157	Analyst I	C

## Consolidation of Generalist Classifications

Page 3

Column I	Column II	Column III	Column IV	Column V	Column VI
Class Code	Class Title	Range	Class Code	Class Title	Range
5103	Pension Program Analyst	A	5157	Analyst I	A
5103	Pension Program Analyst	B	5157	Analyst I	B
5103	Pension Program Analyst	C	5157	Analyst I	C
5156	Junior Staff Analyst (General)	A	5157	Analyst I	A
5156	Junior Staff Analyst (General)	B	5157	Analyst I	B
5157	Staff Services Analyst (General)	A	5157	Analyst I	A
5157	Staff Services Analyst (General)	B	5157	Analyst I	B
5157	Staff Services Analyst (General)	C	5157	Analyst I	C
5183*	Test Validation and Development Specialist I		5157	Analyst I	C
5203	Retirement Program Specialist I	A	5157	Analyst I	A
5203	Retirement Program Specialist I	B	5157	Analyst I	B
5203	Retirement Program Specialist I	C	5157	Analyst I	C
5250*	Records Management Analyst I		5157	Analyst I	C
5361*	Administrative Assistant I	A	5157	Analyst I	C
5361*	Administrative Assistant I	B	5157	Analyst I	
8447*	Assistant Health Care Service Plan Analyst		5157	Analyst I	C
9051*	Consulting Communicable Disease Representative		5157	Analyst I	C
9513*	Fair Employment and Housing Consultant I	A	5157	Analyst I	A
9513*	Fair Employment and Housing Consultant I	B	5157	Analyst I	B
9513*	Fair Employment and Housing Consultant I	C	5157	Analyst I	C
9518	Field Examiner I, Agricultural Labor Relations Board	A	5157	Analyst I	A
9518	Field Examiner I, Agricultural Labor Relations Board	B	5157	Analyst I	C
1822	Political Reform Program Specialist		5393	Analyst II	
4289	Associate Program Specialist, California Debt Advisor Commission		5393	Analyst II	A
4414*	Associate Medi-Cal Eligibility Analyst		5393	Analyst II	A
4658	Associate Risk Analyst		5393	Analyst II	A

## Consolidation of Generalist Classification

Page 4

Column I	Column II	Column III	Column IV	Column V	Column VI
Class Code	Class Title	Range	Class Code	Class Title	Range
4742*	Associate Business Management Analyst	A	5393	Analyst II	A
4901*	Associate Materials Analyst		5393	Analyst II	A
5104*	Associate Pension Program Analyst		5393	Analyst II	A
5142*	Associate Personnel Analyst	A	5393	Analyst II	A
5168*	Test Validation and Development Specialist II		5393	Analyst II	A
5188*	Retirement Program Specialist II (Technical)		5393	Analyst II	A
5197	Training Officer I	A	5393	Analyst II	A
5246*	Associate Management Analyst	A	5393	Analyst II	A
5265*	Records Management Analyst II (Specialist)		5393	Analyst II	A
5284*	Associate Budget Analyst	A	5393	Analyst II	A
5334*	Associate Operations Specialist, Franchise Tax Board	A	5393	Analyst II	A
5358*	Administrative Assistant II	A	5393	Analyst II	A
5393*	Associate Governmental Program Analyst	A	5393	Analyst II	A
5493*	Associate Small Business Officer		5393	Analyst II	A
7371	Education And Outreach Specialist		5393	Analyst II	A
8404	Communicable Disease Specialist I		5393	Analyst II	A
8448*	Associate Health Care Service Plan Analyst		5393	Analyst II	A
9511	Fair Employment and Housing Consultant II		5393	Analyst II	A
9519*	Field Examiner II, Agricultural Labor Relations Board		5393	Analyst II	A
1824	Political Reform Program Senior Specialist		5402	Analyst III	A
4666	Health Planning Specialist I		5402	Analyst III	A
5335	Staff Operations Specialist, Franchise Tax Board		5402	Analyst III	A
5354*	Elections Specialist		5402	Analyst III	A
8403	Communicable Disease Specialist II		5402	Analyst III	A
8406*	Staff Health Care Service Plan Analyst		5402	Analyst III	A

Consolidation of Generalist Classifications  
Page 5

Column I	Column II	Column III	Column IV	Column V	Column VI
Class Code	Class Title	Range	Class Code	Class Title	Range
9547	Fair Employment and Housing Consultant III (Specialist)		5402	Analyst III	A
4648	Health Planning Specialist II		5403	Analyst IV	A
5346	Senior Operations Specialist, Franchise Tax Board		5403	Analyst IV	A
4686	Staff Risk Manager		4800	Supervisor I	
4800	Staff Services Manager I		4800	Supervisor I	
5194	Training Officer II		4800	Supervisor I	
8431	Communicable Disease Manager II		4800	Supervisor I	
9512	Fair Employment and Housing Consultant III (Supervisor)		4800	Supervisor I	
9520*	Field Examiner III, Agricultural Labor Relations Board		4800	Supervisor I	
4801	Staff Services Manager II (Supervisory)		4801	Supervisor II	
5196	Training Officer III		4801	Supervisor II	
5343	Legislative Coordinator, State Controller's Office		4801	Supervisor II	
5377	Special Assistant to The Director, Department of the Youth Authority		4801	Supervisor II	
8402	Communicable Disease Manager III		4801	Supervisor II	
8449	Senior Health Care Service Plan Analyst		4801	Supervisor II	
4781	Assistant Hospital Administrator		4969	Manager I	
4969	Staff Services Manager II (Managerial)		4969	Manager I	
4802	Staff Services Manager III		4802	Manager II	
7055	Supervising Health Care Service Plan Analyst		4802	Manager II	

The foregoing resolution was made and adopted by the Board during its meeting on August 11, 2025, to become effective and implemented on January 1, 2026, as reflected in the record of the meeting and Board minutes.

---

SUZANNE M. AMBROSE  
Executive Officer