

May 2026 Statewide
HR Policy Forum –
Career Executive Assignments
Minimum Qualifications
Salary Determination

May 2026



Welcome!

Sean Hammer, Chief Deputy Director, CalHR



Housekeeping

Wi-Fi – Connect to the CalHR Guest

Restrooms – Near the Elevators

Forum length – 3 hours

Today's Agenda

- Past Forum Highlights
- Presentation: Career Executive Assignments
- Presentation: Minimum Qualifications
- Break
- Presentation: Salary Determination
- Wrap Up and Close Out

Overview of 2026 Policy Forum Topics



Mar. 10 – 12,
2026

**“Performance Management” and the
“Bargaining Process”**



May 12 – 14,
2026

**Career Executive Assignments, Minimum
Qualifications and Salary Determination**



Aug. 18 – 20,
2026

TBD

What's Working for Departments

- Performance Management meetings and one-on-ones
- Practical and scenario-based guidance for Supervisors regarding performance management
- Ongoing communication between employees and Supervisors

Departmental Challenges

- Adequate training around proper performance management documentation

Recommendations

- Continued investment in Supervisor tools and training regarding performance management
- Supervisory leadership training
- Cross functional support and collaboration

Career Executive Assignments

Melissa Russell

Division Chief

Personnel Management Division

What is a CEA?

- **Government Code section 18547:**

"Career executive assignment" means an appointment to a high administrative and policy influencing position within the state civil service in which the incumbent's primary responsibility is the managing of a major function or the rendering of management advice to top-level administrative authority. Such a position can be established only in the top managerial levels of state service and is typified by broad responsibility for policy implementation and extensive participation in policy evolution.

Delegation of Authority

- Delegation allows departments to manage their CEA programs more independently, without having to get CalHR approval before every change
- CEA Delegation Agreements
 - Reporting requirements, responsibilities, obligations and expectations
- Grants authority to:
 - Establish new CEAs and make major concept revisions via the CEA Action Proposal process (30-day posting)
 - Make internal minor revisions to existing CEA concepts
 - Determine appropriate levels for existing CEAs
 - Set existing CEA salaries within an established salary cap

Process for New CEAs

- CCR Title 2, Section 548.5
 - Departments submit a CEA Action Proposal to be posted on CalHR's website for public notice for 30 calendar days
 - If no opposition, CEA concept is established without SPB hearing
 - If opposition is submitted, CEA Action Proposal will be calendared for hearing by SPB, which will decide whether the concept position belongs in the CEA category as defined by GC 18547
- Upon receipt, CalHR posts the proposed CEA concept for the 30-day period on our website without review
 - With delegation, departments are responsible for ensuring the proposals are justified and meet the intent of GC 18547

Mentimeter Activity - Policy or Procedure?

Salary Setting

- CEA salary determinations are delegated to departments that have current delegation agreements
 - Recommended: Establish an executive compensation program to ensure pay equity and consistency
- When reviewing existing CEA salaries, departments should consider:
 - Compaction impacts on levels above such as Exempts
 - Upward salary pressure from managerial levels below the CEA
 - Salary cap is not typically used in lieu of pay differentials that were not extended from R&F to CEAs

CEA Levels

- Levels for newly established CEAs must be approved by CalHR the first time
- Changes to existing CEA levels are delegated to departments that have current delegation agreements
- Refer to the [CEA Position Request – CalHR 881](#) form for guidance on levels
- The level of the CEA is determined by the size of the department, role and reporting relationship of the CEA

CEA Salary Cap

- CalHR may increase a department's salary cap when:
 - A new CEA position is established
 - A new program is added that supports increasing the level; or
 - A pay program is approved for CEAs (such as GSI)
- Departments must not exceed their salary cap at any time and are expected to exercise sound personnel and fiscal management practices
- The salary cap will be reduced if a CEA position is converted to an exempt or if the CEA is abolished

Mentimeter Activity - Share Your Thoughts with CalHR

Minimum Qualifications

Chris Dainard

Division Chief

Selections Division

Christina Lopez

Assistant Chief

Selections Division

Agenda

- Fill the Parking Lot
- Roles and Responsibilities: Depts. and Control Agencies
- MQ Trends: Monitoring the Horizon
- Common Pitfalls
- Q&A

Parking Lot

What are you hoping to get out of this session?

Roles & Responsibilities (1/3)

- Departments (delegated):
 - Conduct individual MQ evaluations
 - Establish department-wide consistency
 - Build knowledge pipelines from leadership down
- CalHR:
 - Facilitate and review delegation
 - Provide training and oversight
 - Advise and guide departments on statewide classification MQ determinations

Roles and Responsibilities (2/3)

Why won't CalHR make determinations for us on individual applicants?

Roles and Responsibilities (3/3)

- Appeals and withholds
- Controls the spread of misinformation
- Undermines delegation
- May impact your departmental consistency of interpretation
- Staffing and resources

MQ Tools

- Classification Specifications
- Trainings
- 511b
- MQassistance@calhr.ca.gov

MQ Trends

- Redefining "graduation from college"
- Education: closely related field
- Selection Manual migration into CCRs
- System improvements and functionality

Common Pitfalls

- "Nothing ever changes" approach
- Not performing analysis (text-only approach)
- The "working title only" approach
- Private sector experience "wildcard" effect
- Believing your perspective is the only correct one

Perspective – Why It Matters



Q&A

Any Questions?

Break

Salary Determination

Kim Herlache

Personnel Program Manager

Personnel Management Division / Personnel Services Branch

Leslie Meyer

Personnel Program Advisor

Agenda



- Personnel Services Branch (PSB)
- What are we going to talk about today?
 - Salary Determinations
- Why?
 - Lots of inquiries
 - Typical areas of struggle

Salary Determinations (1/3)

Salary Rules

- California Code of Regulations (CCR) → Title 2 Administration → Article 5 Compensation
- When are these applied?
 - Any time you are touching an employees' salary or determining if they are entitled to a salary change.

Salary Determinations (2/3)

Salary Rules (cont.)

- **CCR 559.673:** Entrance Rate
- **CCR 599.674:** Rate on Movement Between Classes with Substantially the Same Salary Range
- **CCR 599.675:** Rate on Movement to Class with Lower Salary Range
- **CCR 599.676:** Rate on Movement to Class with Higher Salary Range
- **CCR 599.677:** Rate on Reappointment or Reinstatement After Permanent Separation
- **CCR 599.678:** Rate on Reappointment or Reinstatement After Temporary Separation
- **CCR 599.681:** Movement Between Ranges
- **CCR 599.682:** Qualifying Service for Merit and Special In-Grade Salary Adjustment

Salary Determinations (3/3)

- They are important! Why are they important?
 - Employment Decisions
 - Established Salary Rules
- When should an employee be given their salary rate?
 - Required during the job offer phase
 - Labor Code 2810.5 (a)(1):

"At the time of hiring, an employer shall provide to each employee a written notice, in the language the employer normally uses to communicate employment-related information to the employee, containing the following information: (A) The rate or rates of pay and basis thereof, whether paid by the hour, shift, day, week, salary piece, commission, or otherwise, including any rates for overtime, as applicable..."

Hiring-Above-Minimum (HAM) Authorization (1/9)

The screenshot shows the CAL HR website interface. The top navigation bar includes the CAL HR logo, a search box, and a menu with items: About CalHR, State Employees, State Supervisors & Managers, State HR Professionals, State Retirees, and Job Seekers. The main content area is titled 'Pay Scales' and features a list of 'Pay Scale Sections'. A red arrow points to the link '5. Hiring-Above-Minimum Authorization'. The left sidebar contains a 'Pay Scales' section with a 'Back to' button and a 'Calif Online' banner. The bottom of the page shows the CAL HR logo and the text 'CALIFORNIA DEPARTMENT OF HUMAN RESOURCES'.

CAL HR
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Search

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

Pay Scales

← Back to

Calif Online

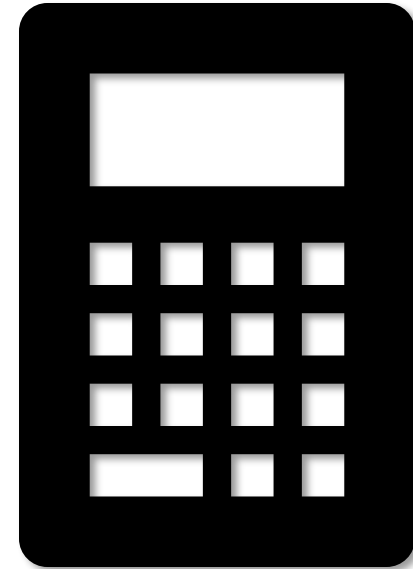
This material
You'll need a
read them w

Pay Scale Sections

1. [Key to Numerical Footnotes](#)
2. [Key to Collective Bargaining Identifier Codes](#)
3. [Bargaining Units](#)
4. [Information](#)
5. [Hiring-Above-Minimum Authorization](#)
6. [Salary Relationships](#)
7. Salary Conversion Tables
 - [General Salary Conversion Tables](#)
 - [Unit 05 Salary Conversion Tables](#)
 - [Unit 06 Salary Conversion Tables](#)
8. [Variable Compensation Plans](#)
9. [Merit Salary Adjustment \(MSA\)/Special In-Grade Salary Adjustment \(SISA\) Criteria](#)
10. [Work Week Groups](#)
11. Alternate Ranges
 - [Ranges 001-099](#)
 - [Ranges 100-199](#)
 - [Ranges 200-299](#)

Hiring-Above-Minimum (HAM) Authorization (2/9)

- **What's in the HAM Section?**
- HAM eligible classifications and rates
- Information on how to document the plus salary
- MSA and SISA calculation instructions
- Classification movement instructions



Hiring-Above-Minimum (HAM) Authorization (3/9)



\$8,588

HAM Rate

Salary Total

\$7,737

Salary rules provide the employee with this rate

Based on Salary

\$851

Subtract the HAM and salary they are entitled to

Plus Salary

Hiring-Above-Minimum (HAM) Authorization (4/9)



\$8,588
HAM Rate

Apply 3%
 $\$8,588 \times 1.03 = \$8,845.64$

\$8,846

\$7,737
Based on Salary

Apply 3%
 $\$7,737 \times 1.03 = \$7,969.11$

\$7,969

\$851
Plus Salary

Difference HAM/Base
 $\$8,846 - \$7,969 = \$877$

\$877

Hiring-Above-Minimum (HAM) Authorization (5/9)



Hiring-Above-Minimum (HAM) Authorization (6/9)



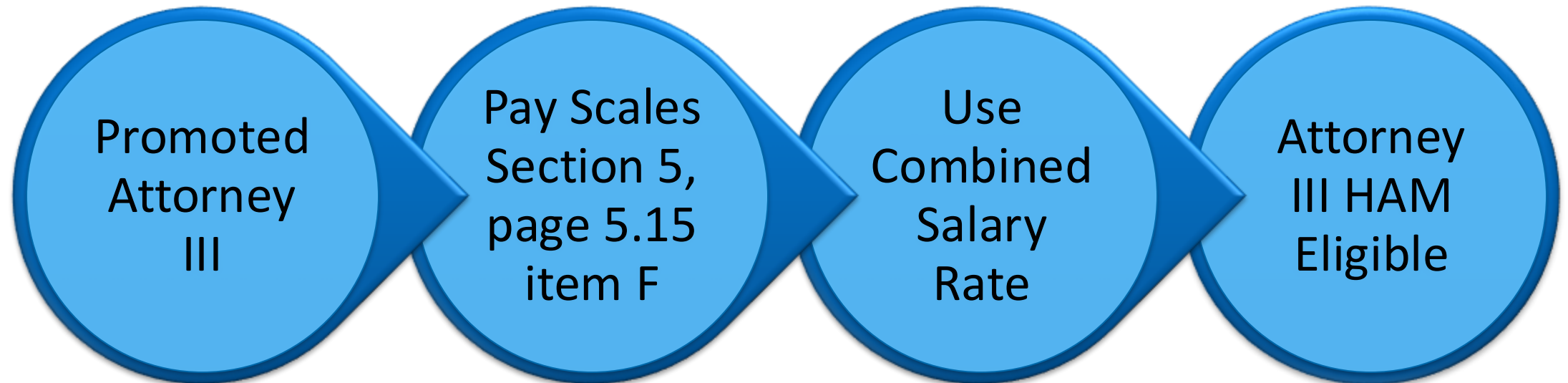
- Continue until the HAM rate reaches Max.
- Plus Salary will begin to decrease after this.
- Keeping the HAM rate at Max, apply increases to the Base Salary until the Plus Salary is \$0.
- HAM rate will never reset if the rate is increased for the classification.

Hiring-Above-Minimum (HAM) Authorization (7/9)

What happens when a classification is added to Section 5?

- Determine the plus rate based on the HAM rate being applied and the employee's base rate.
- Anniversary date will be reset
 - 5% gives a new anniversary after 12 qualifying pay periods
 - Less than 5% gives an accelerated anniversary date based on the percentage received. (Pay Scales Section 9)

Hiring-Above-Minimum (HAM) Authorization (8/9)



Hiring-Above-Minimum (HAM) Authorization (9/9)

One Last Thought on HAMs

When doing an A01 check, or receiving an A01 check request, make sure you are asking the right questions and giving out the correct information regarding employees' rate of pay when they are receiving a HAM rate.

Non-Status (1/3)

Salary Rules

- **599.674** Rate on Movement Between Classes with Substantially the Same Salary Range

*“Such movement may be in the same or to another agency...the salary rate payable to a **permanent** or **probationary** employee upon movement...”*
- **599.675** Rate on Movement to Class with Lower Salary Range

*“Except as provided in section 599.690 of these regulations for trade rate classes, a **permanent** or **probationary** employee...”*
- **599.676** Rate on Movement to Class with Higher Salary Range

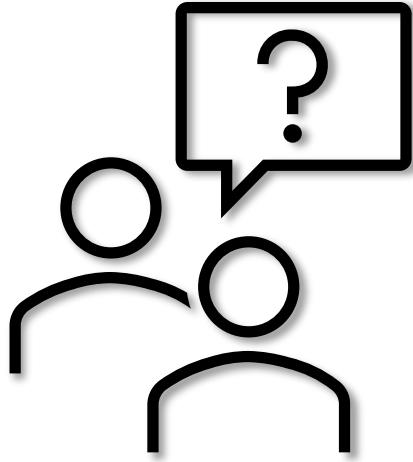
*“...a **permanent** or **probationary** employee who, without a break in service, moves to another class with a higher salary range...”*

Non-Status (2/3)

- **Career Executive Appointments (CEA), Limited Term (LT) Appointments, and Temporary Appointments**
- Non-permanent and non-probationary
- Salary rules not applicable



Non-Status (3/3)



- **What happens when they go from non-status to a status appointment?**
- Salary rules do not apply
- Have to reconstruct their salary from their prior appointment
- If their non-status appointment was their first state position, then you would apply CCR 599.673 (Entrance Rate) to their status appointment.
- **What if this results in a loss in salary?**
- Submit a salary exception request to PSB for consideration

Salary Exceptions (1/2)

- Exceptions to Salary Rules
 - CCR 599.666 – CCR 599.689
- Typical requests are due to loss in salary
- Requires PSB approval
- Examples of Salary Exceptions
 - Limited Term to Perm Conversions
 - ARC 448
- Review process
 - Employee's History
 - Review Justification



Salary Exceptions (2/2)

Submissions

- Email PSB
 - Justification
 - Employee's PIMS History (redacted)
 - Salary Determination
 - Other
- Advance notice



Thank you!

Personnel Services Branch
PSB@calhr.ca.gov

Mentimeter Activity - Final Thoughts & Future Forums

Please take a moment to
complete a short survey.

Your feedback fuels
improvement.

Thank You!



<https://www.surveymonkey.com/r/RBL58KN>

