I. Open Session - Call to Order and Roll Call

Kimiko Burton, President
Lauri Shanahan, Vice President
Patricia Clarey
Richard Costigan
Maeley Tom

II. Information and Discussion Items

1. **Report of the Executive Officer** – Suzanne Ambrose
   - On September 17, 2015, Ms. Ambrose and Ms. Gillihan were panelists at ACSED’s event, “Mission Critical: Advancing Disability Employment in State Government.
   - October is Disability Employment Awareness Month. On October 14, 2015, SPB’s and CalHR’s Disability Awareness Committees are hosting an awareness and resource event at CalEPA.
   - The state employee charitable campaign, Our Promise: California State Employees Giving at Work Campaign (formerly United Way), is underway.

2. **Report of the Chief Counsel** – Dorothy Egel
   - Nothing to report.

3. **Report on the California Public Employees’ Retirement System** – Member Costigan (report attached)
   - The Performance, Compensation, and Talent Management Committee approved a revised annual salary range and incentive range for the Associate Investment Manager classification.
   - CalPERS, in addition to its regular board meeting, will be holding an education forum in San Jose to meet with the employer community.

4. **California Department of Health Care Services** – Jennifer Kent, Director (report attached)
   - Ms. Kent provided a broad overview of the department, its goals and challenges.

5. **CalHR Report on the Class Consolidation Project** – Melissa Russell, Personnel Program Manager (report attached)
   - Ms. Russell provided an update on the Class Consolidation Project and projected timelines.
6. **New Business**  
   - None

7. **Public Comment on Matters Not on the Agenda**  
   - Mr. Robert Sifuentes, ACSED Representative, offered their support for the recommended changes to the LEAP Program.

III. **CEA Hearings**  
   Attachment 3

1. **California Earthquake Authority’s Request**  
   Person Participating:  
   Phyllis Bonilla, HR Consultant  
   **ACTION:** Approved

2. **Department of Insurance’s Request**  
   Person Participating:  
   Denise D’Angel, Chief HR  
   **ACTION:** Approved

3. **California Department of Social Services’ Request**  
   Person Participating:  
   Pat Leary, Chief Deputy Director  
   **ACTION:** Approved

4. **California Workforce Development Board’s Requests**  
   Person Participating:  
   Tim Rainey, Executive Director  
   **ACTION:** Approved

5. **California High-Speed Rail Authority’s Request**  
   **ACTION:** Approved without hearing.

IV. **Closed Session**  
   Attachment 1

V. **Reconvene into Open Session – Action Items**

1. **Proposed 2016 Board Meeting Schedule**  
   **ACTION:** No Action Taken

2. **Approval of the Proposed Statutory Changes to LEAP**  
   **ACTION:** Approved
3. Approval of the Draft LEAP/Hiring Manager’s Report Regulations
   ACTION: Approved
   LEAP Hiring

4. Approval of the Draft Recordkeeping Regulations
   ACTION: Approved
   Recordkeeping

5. Approval of the Draft Summary Open Minutes from the August 17 and September 3, 2015, Board Meetings
   ACTION: Approved
   Draft Minutes

6. Approval of the Draft Closed Minutes from the August 17 and September 3, 2015, Board Meetings
   ACTION: Approved
   Draft Minutes

7. Non-Hearing Items
   See Attachment 2 for Actions
   Attachment 2

8. Career Executive Assignments
   See Attachment 3 for Actions
   Attachment 3

9. Submitted Items
   See Attachment 4 for Actions
   Attachment 4

10. Evidentiary Cases and Non-Evidentiary Cases
    See Attachment 5 for Actions
    Attachment 5

VI. Adjournment

MINUTES CERTIFICATION
The CalPERS Board of Administration and its committees met September 15-17, 2015. The Board considers recommendations from individual committees and hears other matters related to the administration of retirement benefits, health benefits, and investment management. The following items may be of interest.

**Investment Committee**
The Investment Committee viewed a report that compares CalPERS to other major public pension funds. The comparison report contained information on rates of return, risk versus total return, and asset allocation.

The Investment Committee was also presented an annual review of the CalPERS global equity portfolio for the 2014-15 Fiscal Year. The review includes an overview about the program, including its role and philosophy, and details concerning investment performance, portfolio risk and positioning, its business structure, and overall program expenses.

**Performance, Compensation and Talent Management Committee**
The Committee moved and the Board approved the following:

- A revised annual salary range of $108,000 – $162,000 and an incentive range of 0-40 for the Associate Investment Manager classification.
- A proposed peer/comparator group for the Executive Management Positions to include leading US public funds, leading Canadian public funds, select California-based agencies (including large local agencies), banks and insurance companies.
- An increase to the maximum of the base salary ranges by 5% for the following classifications: Chief Executive Officer, General Counsel, Chief Operating Investment Officer, Managing Investment Director, Investment Director, and Investment Manager.

**Board of Administration**
The CalPERS Board of Administration was presented a report that assesses the implementation of CalPERS Investment Beliefs adopted by the Board in 2013.

**Additional CalPERS News**
**CalPERS Health Benefits Open Enrollment**
CalPERS annual health Open Enrollment period for the 2016 calendar year is currently underway (September 14 - October 9, 2015). During this time, members may enroll in the CalPERS health program, add eligible family members, or make changes to their existing health plans.
State Personnel Board
DHCS Overview

Jennifer Kent & Karen Johnson
Department of Health Care Services
FY 2015-16 at Enacted Budget
Budget by Fund
(dollars in millions)

- Federal Fund: $59,584 (63%)
- Other: $15,597 (17%)
- General Fund: $18,478 (20%)
Major DHCS Initiatives

Implementation of the Affordable Care Act (ACA)

Effective January 1, 2014, the ACA expanded Medi-Cal coverage to previously ineligible persons, primarily childless adults at or below 138 percent of the federal poverty level. This expansion along with enrollment simplification and imposition of a penalty on the uninsured, resulted in a significant growth in Medi-Cal enrollment.
Major DHCS Initiatives

Medi-Cal 2020: 1115 Waiver Renewal

• California’s Medicaid Section 1115 Waiver embodies the shared commitment between the state and the Federal government to support the successful realization of some of the most critical objectives for improving our health care delivery system.

• California continues to be a leader in implementing the Affordable Care Act, while at the same time operating the nation’s largest Medicaid program, our state seeks to partner with the Centers for Medicare & Medicaid Services to ensure that strides made toward delivery of high quality, cost effective care can be further expanded and sustained over time.

• A renewal of our Medicaid Waiver is a fundamental component to California’s ability to continue to successfully implement the Affordable Care Act beyond the primary step of coverage expansion.
Major DHCS Initiatives

Program Integrity

• Recent Drug Medi-Cal, skilled nursing home, pharmacy, and Community-Based Adult Services investigations have indicated that the Department needs to continuously find new ways to combat fraud that is pervasive and being committed by organized groups. The Department has increased coordination within the organization and county partners and established a permanent multi-discipline Strike Team consisting of investigators, auditors, researchers and clinical staff.

• The Strike Team utilizes a sophisticated data analytics system to identify high risk providers and links between those providers.
Major DHCS Initiatives

Large Scale Information Technology Projects

• Replacement of the California Medicaid Management Information System (CA-MMIS)

• California Healthcare Eligibility, Enrollment, and Retention System (CalHEERS)

• Medi-Cal Eligibility Data System (MEDS) Modernization
DHCS Staffing

• Authorized Positions: 3,726.6

• Current Authorized CEA: 53

• Current Exempt Entitlements: 14
TO: FIVE-MEMBER STATE PERSONNEL BOARD
FROM: Katie S. Hagen
Deputy Director, Operations
California Department of Human Resources
SUBJECT: Classification and Abolishment Project

At the July 7, 2015, State Personnel Board meeting, I provided an overview of some of the projects that CalHR is working on that I thought would be of interest to the Five-Member Board. At that time, I committed to providing you with a more detailed description of our ongoing and future efforts to abolish and consolidate state classifications in response to the Classification Consolidation Project report presented to the Board at the January 8, 2015, meeting, as well as CalHR’s 2014-2018 Strategic Plan. The purpose of this letter is to provide you with that description, as well as additional details on our approach and the steps involved. I have also provided you with a detailed timeline that describes our anticipated milestones.

As you know, part of CalHR’s historical and ongoing mandate is to update the State Civil Service Classification Plan. These efforts have taken on increased importance for CalHR in response to feedback from the Board and ongoing efforts related to Civil Service Improvement. In response to this urgency, CalHR has created a Consolidation and Abolishment Project (CAP) team within the Personnel Management Division to implement recommendations and prioritize the associated work.

From June 2014, to June 2015, CalHR and the Board abolished 491 classifications that were vacant for 24 or more months. Moving forward, CalHR has determined that the most efficient way to proceed with consolidation and abolishment is along two simultaneous tracks. The estimated timelines associated with each track are displayed in one of the attachments.

Track I involves reviewing 250 classifications that have been vacant for 24 or more months and are part of a classification series. In order to abolish these classifications, the series specifications need to be revised. The process to complete the revision to the series specifications includes: reviewing the proposed revisions to the series specifications, making additional revisions when necessary, routing the specifications through CalHR’s internal approval process, submitting proposals to impacted departments and unions for their review, attending meet and confers with unions and departments when requested, and finalizing the Board Item packages for submittal to the Board for adoption. In some cases CalHR may determine it is most efficient to abolish these classifications in the course of consolidating the overall series. Proposed packages will be submitted to SPB on a flow basis with a projected
Track II comprises CalHR’s major consolidation projects that involve approximately 3,000 civil service classifications, including large-scale classification consolidation efforts already under way for the Scientists, Attorneys, and the Information Technology classifications. The Classification Consolidation Report will be used to help identify consolidation opportunities and generate consolidation sub-projects. The process to complete each consolidation (attachment) will include:

1. **Plan**: Identify the complexity category of each consolidation project, identify team members, and establish project tasks and milestones.
2. **Analyze**: Analyze each consolidation grouping, conducting occupational analysis when necessary to provide support for new or revised classification specifications.
3. **Develop**: Draft new or revised specifications, obtain approval internally from CalHR executive management, and submit our proposals to impacted departments and unions.
4. **Consult Stakeholders**: Attend meet and confer sessions with union and departmental representatives when requested to obtain their feedback and suggestions.
5. **Implement**: Develop final packages for Board approval, calendar the items, and prepare Pay Letters implementing the results.

Individual consolidation projects will be prioritized by complexity category (attachment) so as to maximize the progress in the short-term. In order to identify the timelines for Tracks I and II, we organized our approach in line with the steps outlined above. The timeline assumes concurrence from the impacted departments and union organizations. However, if departments and/or unions do not concur with the proposed consolidation, the submittal of the proposed package to the SPB may be delayed. Bargaining contract negotiations introduce a level of uncertainty that may impact our timelines; to minimize this risk, PMD will be working closely with our Labor Relations Office to approach these proposals in a strategic fashion. In addition, CalHR will continually convey to departments and unions the importance of their partnership in transforming the state’s overall classification structure. Finally, CalHR will use every opportunity to identify and streamline areas within our internal review process to ensure efficiencies.

CalHR is committed to updating, streamlining, and improving the State Civil Service Classification Plan and has made this a top priority. As I mentioned last month, we have assigned a Project Manager dedicated to this project and she will be at the upcoming SPB meeting in the event you have any questions on the proposed timeline. Melissa Russell is excited about the project and will bring the energy and vision to this initiative as she did with the statewide Delegation Project. We look forward to working with you as we present our board items and as we strive to streamline processes wherever possible. We respect the Board’s interest and we will continue to provide regular updates on the project’s major milestones at future Board meetings. Ideas for improving the efficiency and effectiveness of these efforts are welcome. I can be reached at (916) 324-9420 or Katie.Hagen@calhr.ca.gov.

Attachments (3):
- Consolidation and Abolishment Project Process
- Consolidation and Abolishment Project Complexity Categories
- Consolidation and Abolishment Project Timeline
CC: Marybel Batjer
    Richard Gillihan
    Suzanne Ambrose
    Pam Manwiller
    Bryan Baldwin
    Melissa Russell
CONSOLIDATION AND ABOLISHMENT PROJECT PROCESS

- Plan
- Analyze
- Implement
- Consult Stakeholders
- Develop
<table>
<thead>
<tr>
<th>Complexity</th>
<th>Description</th>
</tr>
</thead>
</table>
| Low Complexity | - Statewide class can be used in lieu of ID’d class  
- Depts may already use statewide list or use ID’d class interchangeably with statewide class  
- No $, PD, HAM issues  
- No BU changes |
| Medium Complexity | - To merge classes, specs need revision  
- Job Analysis needed  
- No $, PD, HAM issues  
- No BU changes |
| High Complexity | - To merge classes, specs need revision  
- Job Analysis needed  
- $, PD, HAM issues exist that need GO/Leg OK either in budget or MOU  
- Possible BU changes |
### CONSOLIDATION AND ABOLISHMENT PROJECT TIMELINE

#### Track 1 Class Abolishment - ~ 250 Vacant Classifications Under Review

| Project 1. Vacant Classes ** | ...
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Project 2. Scientists (IT)</strong></td>
<td>Analysis</td>
</tr>
<tr>
<td><strong>Project 3. Attorney &amp; ALJ (IT)</strong></td>
<td>Develop</td>
</tr>
<tr>
<td><strong>Project 4. IT (4A Classes)</strong></td>
<td>Implement</td>
</tr>
</tbody>
</table>

#### Track 2 Class Consolidation - ~ 3,000+ Classifications Under Review

- **Project 5. Program Tech & MST (10)**
- **Project 6. SSA (16)**
- **Project 7. AGPA (8)**
- **Project 8. SSA & Super Analyst (19)**
- **Project 9. Education (170)**
- **Project 10. Medical (198)**
- **Project 11. CEA (145)**
- **Project 12. Misc. Classes**

**Notes:**
- * Indicates project is MOU driven and project started before Strategic Plan and CSI initiatives were established.
- ** Indicates project started before CSI initiative as part of Strategic Plan.
- *** Indicates classes will be sent to Board for abolishment on a flow basis between October 2015 and April 2016.
- **** Each class consolidation project stream will be accomplished in three cycles. Cycle 1 (Low Complexity) roll-out slated for December 2018. See Attachment 2 for definition of Consolidation and Abolishment Project Complexity Categories.
- ^ Timelines for Track 2 Class Consolidation Projects assume work that can be accomplished with 15 existing PMD analytical staff, three existing PMD managers and two retired annuitants. Additional resources would shorten the "Analyze" and "Develop" periods of each cycle.
Closed Session

**Employee Appointments, Disciplinary Matters, and Other Appeals**
Deliberations to consider matters submitted at prior hearing.
[Government Code Sections 11126(c)(3), 18653(3)]

**Deliberation on Non-Evidentiary Cases and Adverse Actions, Discrimination Complaints and other Proposed Decisions Submitted by Administrative Law Judges**
Deliberations on proposed, rejected, remanded, and submitted decisions, petitions for rehearing, and other matters related to cases heard by Administrative Law Judges of the SPB or by the Board itself.
[Government Code sections 11126(c)(3), 18653]

**Pending Litigation**
Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial. Counsel will submit a list of SPB litigations and writ litigations for the Board to review and confer. Case name unspecified. (Disclosure of case name would jeopardize existing settlement negotiations and litigation strategy.)
[Government Code sections 11126(e), 18653]
[Gov. Code sections 11126(e)(1), 11126(e)(2)(A)]

**Recommendations to the Legislature**
Deliberations on recommendations to the Legislature.
[Government Code section 18653]

**Recommendations to the Governor**
Deliberations on recommendations to the Governor.
[Government Code section 18653]
On October 8, 2015, the Board took the following action on the Non-Hearing Agenda as presented by Suzanne Ambrose, Executive Officer, California State Personnel Board.

VOTE: Burton, Clarey, Costigan, Shanahan, Tom – Aye

Non-Hearing Agenda

A. Requests to Establish, Revise or Abolish Classifications, Alternate Range Criteria, etc.

1. The California Department of Human Resources (CalHR) proposes to abolish eligibility lists for Investment Officer I, Public Employee’ Retirement System, Investment Officer II, Public Employee’ Retirement System, and Investment Officer III, Public Employee’ Retirement System for the California Public Employees’ Retirement System (CalPERS) so they may utilize the newly developed online examinations and lists established for these classifications. ACTION: Approved

B. Requests to Abolish Classes that have had No Incumbents for More than Two Years

1. The California Department of Human Resources (CalHR) proposes to abolish twenty-four civil service classifications. ACTION: Approved
DATE: October 8, 2015

TO: Five-Member State Personnel Board

FROM: Adria L. Jenkins-Jones Chief
      Selection Division

SUBJECT: REQUEST TO ABOLISH INVESTMENT OFFICER I, II, III, CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM EXAMINATION LISTS FOR THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

SUMMARY OF ISSUES:
The State Personnel Board conducted a Compliance Review for the California Public Employees' Retirement System (CalPERS) covering the period of November 1, 2012 through October 31, 2013 and identified that CalPERS' Investment Officer Series examination was conducted without the basis of a job analysis.

CalPERS and CalHR collaborated and formed a new examination for the Investment Officer Series, creating new resulting lists. Per Government Code section 18901, CalHR does not have the authority to abolish the previous eligibility lists because they were established less than 12 months prior. Therefore, CalHR is requesting that the identified examination lists below be abolished:

<table>
<thead>
<tr>
<th>Examination Title</th>
<th>Number of Active Incumbents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment Officer I, Public Employees' Retirement System</td>
<td>616</td>
</tr>
<tr>
<td>Investment Officer II, Public Employees' Retirement System</td>
<td>418</td>
</tr>
<tr>
<td>Investment Officer III, Public Employees' Retirement System</td>
<td>324</td>
</tr>
</tbody>
</table>
CONSULTED:
Lori Gillihan, State Personnel Board
Tom Hunt, California Public Employees' Retirement System
Bryan Baldwin, California Department of Human Resources

NOTIFICATION:
Not applicable

RECOMMENDATION:
That effective October 8, 2015, the examination lists identified in this calendar be abolished.

Adria L. Jenkins-Jones
Chief, Selection Division
CalHR
RESOLUTION

WHEREAS, Article VII, Section 1, subdivision (b) of the California Constitution mandates that civil service appointments and promotions shall be made under a general system based on merit, as ascertained by competitive examination; and

WHEREAS, pursuant to the provisions of Article VII, Section 3, of the California Constitution, the State Personnel Board (Board) is the entity that has been tasked with the authority to oversee and enforce the State civil service statutes; and

WHEREAS, the current eligible lists for the Investment Officer I, Public Employees’ Retirement System, Investment Officer II, Public Employees’ Retirement System, and Investment Officer III, Public Employees’ Retirement System for California Public Retirement System (CalPERS) are less than one year old and Board approval is needed to abolish the lists; and

WHEREAS, it has been determined that the current lists for the Investment Officer I, Public Employees’ Retirement System, Investment Officer II, Public Employees’ Retirement System, and Investment Officer III, Public Employees’ Retirement System for CalPERS were established without a valid job analysis;

WHEREAS, on September 1, 2015, the California Department of Human Resources (CalHR) released open online examinations for the Investment Officer I, Public Employees’ Retirement System, Investment Officer II, Public Employees’ Retirement System, and Investment Officer III, Public Employees’ Retirement System on the behalf of CalPERS and subsequently lists have been established to appoint qualified candidates;
WHEREAS, upon approval to abolish the current eligible lists the CalPERS will advise all eligibles that they will need to participate in the new online Investment Officer I, Public Employees’ Retirement System, Investment Officer II, Public Employees’ Retirement System, and Investment Officer III, Public Employees’ Retirement System examinations to re-establish list eligibility.

IT IS RESOLVED AND ORDERED THAT:

CalHR is hereby authorized to abolish the current Investment Officer I, Public Employees’ Retirement System, Investment Officer II, Public Employees’ Retirement System, and Investment Officer III, Public Employees’ Retirement System eligible lists on the behalf of CalPERS as outlined above and utilize the new online examination lists.

The foregoing resolution was made and adopted by the State Personnel Board during its meeting of October 8, 2015, as reflected in the record of the meeting and Board minutes.
DATE: October 8, 2015

TO: Five-Member State Personnel Board

FROM: Bryan Baldwin, Chief
      Personnel Management Division

SUBJECT: ABOLISHMENT OF VACANT CIVIL SERVICE CLASSIFICATIONS

SUMMARY OF ISSUES:
In line with the California Department of Human Resources’ (CalHR) Strategic Plan (Objective 1.1, Initiative 1.1.1) and the Classification Consolidation Project Report, the CalHR’s Personnel Management Division (PMD) has committed to abolish classifications that have been vacant for more than 24 months. To date, 491 classifications that were vacant for more than 24 months have been abolished.

PMD proposes to abolish the 24 classifications listed below which have been vacant for 24 or more months. Department Personnel Officers and impacted employee organizations were notified and no objections were stated. Therefore, PMD proposes to abolish the 24 classifications identified below.

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Class Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (COMPOSTING)</td>
<td>7159</td>
</tr>
<tr>
<td>INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (CONCRETE CONSTRUCTION)</td>
<td>7188</td>
</tr>
<tr>
<td>INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (ENERGY PRODUCTION)</td>
<td>7167</td>
</tr>
<tr>
<td>INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (FARM EQUIPMENT MAINTENANCE)</td>
<td>7153</td>
</tr>
<tr>
<td>INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (FURNITURE REFURBISHING)</td>
<td>7287</td>
</tr>
<tr>
<td>INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (KEY ENTRY)</td>
<td>7160</td>
</tr>
<tr>
<td>INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (KNIT GOODS FINISHING)</td>
<td>7211</td>
</tr>
<tr>
<td>INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (MATERIALS RECOVERY)</td>
<td>7213</td>
</tr>
<tr>
<td>INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (PAPER PRODUCTS)</td>
<td>7289</td>
</tr>
<tr>
<td>INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (SHOES + BOOTS, LASTING TO PACKING)</td>
<td>7206</td>
</tr>
<tr>
<td>INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (SILKSCREEN)</td>
<td>7321</td>
</tr>
<tr>
<td>INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (TEXTILE MILL/FINISHING)</td>
<td>7277</td>
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<tr>
<td>INDUSTRIAL SUPERVISOR, PRISON INDUSTRIES (TEXTILE MILL/SPINNING AND WEAVING)</td>
<td>7276</td>
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<tr>
<td>PRISON INDUSTRIES MANAGER (AGRICULTURE)</td>
<td>7304</td>
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<tr>
<td>PRISON INDUSTRIES MANAGER (FOOD PRODUCTS)</td>
<td>7301</td>
</tr>
<tr>
<td>PRISON INDUSTRIES MANAGER (LAUNDRY)</td>
<td>7299</td>
</tr>
<tr>
<td>PRISON INDUSTRIES MANAGER (METAL PRODUCTS)</td>
<td>7164</td>
</tr>
<tr>
<td>PRISON INDUSTRIES MANAGER (OPTICAL PRODUCTS)</td>
<td>7393</td>
</tr>
<tr>
<td>PRISON INDUSTRIES MANAGER (PRINTING)</td>
<td>7303</td>
</tr>
<tr>
<td>PRISON INDUSTRIES MANAGER (RECORDS MANAGEMENT)</td>
<td>7300</td>
</tr>
<tr>
<td>PRISON INDUSTRIES MANAGER (TEXTILE PRODUCTS)</td>
<td>7165</td>
</tr>
<tr>
<td>PRISON INDUSTRIES MANAGER (TRANSPORTATION/DISTRIBUTION)</td>
<td>7302</td>
</tr>
<tr>
<td>PRISON INDUSTRIES MANAGER (WASTE MANAGEMENT)</td>
<td>7144</td>
</tr>
<tr>
<td>PRISON INDUSTRIES MANAGER (WOOD PRODUCTS)</td>
<td>7163</td>
</tr>
</tbody>
</table>

CONSULTED:
Lorna Fong, Retired Annuitant
Krista Whisler, Department of Human Resources

NOTIFICATION:
All impacted employee organizations and department Personnel Officers were notified and no objections were made.

RECOMMENDATION:
That effective October 8, 2015, the 24 civil service classifications listed in this calendar be abolished.
Request to abolish the following 24 classifications:

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<td>PRISON INDUSTRIES MANAGER (TRANSPORTATION/DISTRIBUTION)</td>
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<td>PRISON INDUSTRIES MANAGER (WASTE MANAGEMENT)</td>
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<td>Item</td>
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<tr>
<td>1. Certificate of Conformance (Form 137)</td>
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<td>2. Specifications</td>
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<td>3. Allocation Standards</td>
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<td>4. Class Data Sheet</td>
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<td>5. Salary Analysis</td>
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<tr>
<td>6. Salary Comp Resolution (Deep Class Only)</td>
<td></td>
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<tr>
<td>7. Draft Item Sent to Employee Union(s)</td>
<td>Date:</td>
</tr>
</tbody>
</table>

**NOTIFIED AND COPIES SENT TO:** (Specify Names, Titles, and Addresses)
All Personnel Officers and impacted employee organizations.

**OTHER REVIEWS**

1. Nontesting Class:  
2. Entry-Level Class:  
3. Type of Certification:  
4. Status/Exam Resolution Approved:  
5. Prob Periods (other than 6 mos):  
6. Job Category/Categories:  

- Examination Processing Unit Notified
- Health Questionnaire
- Medical Exam
- 3 Ranks
- 3 Names
- Date
- Reviewed
- Policy Analyst
- Not applicable
- Submitted
- Reviewed

**SECRETARIAT REVIEW**

- Before Letters Mailed on ___(Date)  
- After Letters Mailed on ___(Date)  

**RETURN TRANSMITTAL AND ALL ATTACHMENTS TO:**  
PERSONNEL MANAGEMENT DIVISION  
CALIFORNIA DEPARTMENT OF HUMAN RESOURCES  
(Rev. 3/15)
<table>
<thead>
<tr>
<th>SEIU Units</th>
<th>CAPE Unit 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yvonne Walker, President</td>
<td>Christopher Voight, California Association of Professional Scientists</td>
</tr>
<tr>
<td>Service Employees International Union</td>
<td>455 Capitol Mall, Suite 500</td>
</tr>
<tr>
<td>1808 14th Street</td>
<td>Sacramento, CA 95814</td>
</tr>
<tr>
<td>Sacramento, CA 95811</td>
<td>(916) 441-2629; FAX (916) 442-4182</td>
</tr>
<tr>
<td>(916) 554-1200; Fax (916) 554-1269</td>
<td>Toll-free (866) 471-7348</td>
</tr>
<tr>
<td>CASE Unit 2</td>
<td>IUOE Unit 12</td>
</tr>
<tr>
<td>Antonette Young, California Attorneys, Admin. Law Judges &amp; Hearing Officers in State Employment</td>
<td>Tim Neep, Director IUOE Division Central Office</td>
</tr>
<tr>
<td>1231 &quot;I&quot; Street, Suite 300</td>
<td>Locals 3, 12, 39, and 501, AFL-CIO</td>
</tr>
<tr>
<td>Sacramento, CA 95814</td>
<td>1121 &quot;L&quot; Street, Suite 401</td>
</tr>
<tr>
<td>(916) 669-4200; FAX (916) 669-4199</td>
<td>Sacramento, CA 95814</td>
</tr>
<tr>
<td>CAHP Unit 5</td>
<td>IUOE Unit 13</td>
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<tr>
<td>Doug Villars, President California Association of Highway Patrolmen</td>
<td>Jerry Kalmar, Business Manager Steve Crouch, District Representative Stationary Engineers Division</td>
</tr>
<tr>
<td>2030 &quot;V&quot; Street</td>
<td>Locals 39 and 501</td>
</tr>
<tr>
<td>Sacramento, CA 95818</td>
<td>337 Valencia Street</td>
</tr>
<tr>
<td>(916) 452-6751; FAX (916) 457-3398</td>
<td>San Francisco, CA 94103</td>
</tr>
<tr>
<td>(916) 669-4200; FAX (916) 669-4199</td>
<td>(415) 861-1135; FAX (415) 861-5264</td>
</tr>
<tr>
<td>CCPOA Unit 6</td>
<td>UAPD Unit 16</td>
</tr>
<tr>
<td>Joanne Billhimer, Chief of Labor California Correctional Peace Officers Association</td>
<td>Al Groh, Executive Director Union of American Physicians &amp; Dentists</td>
</tr>
<tr>
<td>755 Riverpoint Drive, Suite 200</td>
<td>180 Grand Avenue, Suite 1380</td>
</tr>
<tr>
<td>West Sacramento, CA 95605-1634</td>
<td>Oakland, CA 94612-3741</td>
</tr>
<tr>
<td>(916) 372-8060; FAX (916) 340-5032</td>
<td>(510) 839-0193; FAX (510) 763-8756</td>
</tr>
<tr>
<td>CSLEA Unit 7</td>
<td>CAPT Unit 18</td>
</tr>
<tr>
<td>Kasey Christopher Clark, General Manager/Chief Counsel California Statewide Law Enforcement Association</td>
<td>Zegory Williams, Regional Administrator</td>
</tr>
<tr>
<td>2029 &quot;H&quot; Street</td>
<td>520 Capital Mall, Suite 220</td>
</tr>
<tr>
<td>Sacramento, CA 95811</td>
<td>Sacramento, CA 95814</td>
</tr>
<tr>
<td>(916) 447-5262; FAX (916) 447-1583</td>
<td>(916) 442-6977, Fax (916) 446-3827</td>
</tr>
<tr>
<td>CDF Firefighters Unit 8</td>
<td>AFSCME Unit 19</td>
</tr>
<tr>
<td>Tim Edwards, State Rank and File Director CDF Firefighters, Local 2881</td>
<td>Cliff Tillman, Senior Business Representative American Federation of State, County and Municipal Employees</td>
</tr>
<tr>
<td>1731 &quot;J&quot; Street, Suite 100</td>
<td>2150 River Plaza Drive, Suite 275</td>
</tr>
<tr>
<td>Sacramento, CA 95811-3016</td>
<td>Sacramento, CA 95833</td>
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<tr>
<td>(916) 609-8705; FAX (916) 609-8711</td>
<td>(916) 923-1860; FAX (916) 923-1877</td>
</tr>
<tr>
<td>PECG Unit 9</td>
<td></td>
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<tr>
<td>Bruce Blanning, Executive Assistant Professional Engineers in CA Government</td>
<td></td>
</tr>
<tr>
<td>455 Capitol Mall, Suite 501</td>
<td></td>
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<tr>
<td>Sacramento, CA 95814</td>
<td></td>
</tr>
<tr>
<td>(916) 446-0400; FAX (916) 446-0489</td>
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</tbody>
</table>
On October 8, 2015, the Board took the following action on the Career Executive Assignment Category as presented by Suzanne Ambrose, Executive Officer, California State Personnel Board. **VOTE: Burton, Clarey, Costigan Shanahan, Tom – Aye**

**Career Executive Assignments**  
**Attachment 3**

**A. Requests to Establish New or Revise Existing CEA Positions**

1. **CHIEF ADMINISTRATIVE OFFICER**  
The California Earthquake Authority (Authority) is requesting approval to allocate the above position to the CEA category. This position will direct policy formulation and oversee implementation of high level policy decisions that align a full range of comprehensive and integrated human resources, talent management, and business/administrative programs and initiatives with the Authority’s strategic business objectives. The CEA’s policy recommendations are required in order to fulfill the department’s mission and lead a successful publicly managed residential property insurance company. **ACTION: Approved**

2. **DEPUTY GENERAL COUNSEL FOR LITIGATION**  
The California Department of Insurance is requesting approval to allocate the above position to the CEA category. This position will provide both strategic and policy recommendations to the General Counsel, the Chief Deputy Commissioner and the Insurance Commissioner. The CEA will also direct the operations of the civil and administrative litigation functions within the Legal Branch and participate in the development and implementation of the Department’s organizational operations and policy-making decisions as a member of the Executive team. **ACTION: Approved. Member Clarey recused herself from voting.**

3. **ASSISTANT DEPUTY DIRECTOR, COMMUNITY CARE LICENSING DIVISION**  
The California Department of Social Services is requesting approval to allocate the above position to the CEA category. This position is responsible for the development and implementation of new and emerging policy created by the increasing regulatory responsibility and service expansion of the Community Care Licensing Division. The Community Care Licensing Division oversees the statewide licensing of child care centers, adult residential facilities, group homes, foster family homes, and residential care for the elderly. **ACTION: Approved. Member Clarey recused herself from voting.**
4. **CHIEF DEPUTY DIRECTOR**  
The California Workforce Development Board is requesting approval to allocate the above position to the CEA category. This position is responsible for the management, direction, and oversight of the State Board's operations, to include policy development, implementation of the state strategic workforce development plan, fiscal accountability, contract management, and communications. **ACTION: Approved**

5. **DEPUTY DIRECTOR, POLICY, LEGISLATION AND RESEARCH**  
The California Workforce Development Board is requesting approval to allocate the above position to the CEA category. This position is responsible for making high-level policy and program decisions impacting California’s statewide workforce development system in compliance with the federal Workforce Innovation and Opportunity Act and state statutes. **ACTION: Approved**

6. **ASSISTANT CHIEF FINANCIAL OFFICER, FISCAL SERVICES DIVISION**  
The California High-Speed Rail Authority is requesting approval to allocate the above position to the CEA category. This position will be responsible for expanding, developing, and implementing fiscal services policies and procedures governing the administration of financing and funding. In addition, this proposed position will assist the Chief Financial Officer in the management of fiscal operations and providing oversight of the Fiscal Services Division's Office of Contracts, Procurement, Grants, Accounting, and Budgets. **ACTION: Approved**

B. **SPB Board Decisions Regarding Requests to Establish New or Revised Existing CEA Positions Effective September 3, 2015, for a Three-year Limited Term**

1. **DEPUTY DIRECTOR, ROAD USAGE CHARGE PILOT PROGRAM**  
The position performing the duties of Deputy Director, Road Usage Charge Pilot Program, in the California Transportation Commission was allocated to the CEA category. **ACTION: Noted**

2. **DEPUTY DIRECTOR, PROGRAM MANAGER, ROAD CHARGE PILOT PROGRAM**  
The position performing the duties of Deputy Director, Program Manager, Road Charge Pilot Program, in the California Department of Transportation was allocated to the CEA category. **ACTION: Noted**
On October 8, 2015, the Board took the following action on the Submitted Items as presented by Suzanne Ambrose, Executive Officer, California State Personnel Board.  

VOTE: Burton, Clarey, Costigan Shanahan, Tom – Aye

Submitted Items

A. No Action Required Item

1. FINANCIAL ACCOUNTANT
Proposal to Establish a New Classification Series Specification, Financial Accountant, for the California Public Employees’ Retirement and State Teachers’ Retirement Systems. Approved at the September 3, 2015, Board meeting with the removal of the word, “pension” from the title and text. ACTION: No Action Required.

B. Items to be Scheduled for Action at a Later Date

NONE
DATE: September 3, 2015

TO: FIVE-MEMBER STATE PERSONNEL BOARD

FROM: Bryan Baldwin, Chief Personnel Management Division

SUBJECT: ESTABLISHMENT OF THE PENSION FINANCIAL ACCOUNTANT CLASSIFICATION SERIES FOR CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT AND STATE TEACHERS' RETIREMENT SYSTEMS

SUMMARY:

The California Department of Human Resources (CalHR) on behalf of the California Public Employees’ Retirement System (CalPERS) and State Teachers’ Retirement System (CalSTRS) proposes to establish a new classification series to perform highly specialized pension financial accounting work critical to both pension systems.

These two agencies hold sizable assets, totaling over $493 billion combined. CalSTRS’ and CalPERS’ financial positions can easily influence the State of California’s bond rating and the associated cost of long-term debt. The consequence of error is high as financial penalties are strict and membership trust can easily be broken. As a result, the fiscal staff supporting a complex Board organization with heightened fiduciary responsibilities must provide reliable and accurate financial analysis to manage risk effectively. The financial services operations within CalPERS and CalSTRS are the foremost authorities that ensure fiscal integrity of their members’ pension accounts. Responsibilities within these units are uniquely complex and include investment accounting, financial reporting, benefit and administrative payments and internal controls. Since CalPERS and CalSTRS are financial service institutions with complex pension funds, the financial services operations for these two agencies are distinct compared to financial services operations within other state agencies.

Over the past several years, the financial and investment transactions of public pension funds have been associated with more complicated regulatory and accounting standard requirements. The ongoing debate over public retirement has intensified with the volatility of financial markets, demanding a greater understanding of the political and social environment in which public pension plans operate. In the last few years, because of the accounting scandals from a number of publicly held companies and government bankruptcies (e.g., Stockton, San Bernardino, Michigan/Detroit) and the default of pension benefits from some airlines and industrial companies, the Governmental Accounting Standards Board (GASB) and Securities and Exchange Commission (SEC) have tightened the rules and regulations on investment...
compliance, operational controls, transparency of financial reporting and accounting requirements. Over the next several years, even more requirements are expected to be imposed from these governing bodies.

In order to significantly transform the current reporting processes imposed upon by regulating agencies, a classification series which encompasses the appropriate skill set is critical to support these complex pension funds. The departments have been struggling for years by using a mismatch of classifications and exceptional allocations in an effort to get the work done. This has not benefited either organization, and has only resulted in turnover, outsourcing of work, and has hindered the development and career paths of staff in existing classifications.

It is critical these two entities have the ability to attract the talent needed who possess the unique knowledge base and experience to perform this highly specialized function.

CONSULTED WITH:

Melissa Norcia, CalSTRS Director, Human Resources
Kristel Turko, CalSTRS Personnel Officer
Laurie Manchaca, CalPERS Personnel Officer
Brittania Saenz, Personnel Program Consultant
Debbie Baldwin, Personnel Program Manager
Robin Madsen, CFO, CalSTRS Financial Services
Kristen Montgomery, CalPERS Financial Reporting & Accounting Services

All affected collective bargaining organizations were notified of this proposal.

CLASSIFICATION CONSIDERATIONS:

Beginning in the fall of 2010, CalSTRS initiated the Pension Accounting Initiative (PAI) - Accounting Classification Study project. During this time, CalPERS and CalSTRS considered various alternatives to mitigate recruiting and retention challenges. Over the course of the study, the classifications listed below were considered but have not proven to be viable options for either organization.

- Accounting Administrator
- Staff Services Manager
- Investment Officer
- Research Program Specialist
- Assistant Chief Financial Officer
- Career Executive Assignment
- Treasury Program Manager
- Program Specialist, Franchise Tax Board
- Administrator, Franchise Tax Board
Consideration was also given to the CalHR Strategic Plan (Objective 1.1, Initiative 1.1.4) to update the State Civil Service Classification Plan as well as the State's classification consolidation efforts; however, there is no appropriate classification which could be used in place of the proposed series.

RECOMMENDATIONS:
That the Pension Financial Accountant classification series; the proposed classification specification for the Pension Financial Accountant series as shown in this calendar, be adopted; and the probation period for each classification be 12 months.
CLASSIFICATION CONSIDERATIONS

**Instructions:** Complete after if Concept (Part A) is approved by CalHR. Answer all applicable questions, providing enough information to support your proposal. Return this with a signed transmittal form to your CalHR and SPB Analysts.

**BACKGROUND:**

1. Provide some historical perspective about the organizational setting of the subject class and the needs that this request addresses.

The California Public Employees’ Retirement System (CalPERS) and California State Teachers’ Retirement System (CalSTRS) propose a new classification series, the Pension Financial Accountant (PFA) series, for the financial services operations. Below provides a historical perspective about the organizations and the needs that this request addresses.

CalPERS is the nation’s largest public pension fund with approximately $305.3 billion in market assets. CalPERS provides retirement benefits to more than 1.72 million State, public school, and local public agency employees, retirees, and their families, and health benefits to nearly 1.4 million members. Their mission is to advance the financial and health security for all who participate in the system; they fulfill this mission by creating and maintaining an environment that produces responsiveness to all those they serve.

Similarly, CalSTRS is the second largest pension fund in the United States and their primary responsibility is to provide retirement related benefits and services to teachers in public schools and community colleges. With a membership of over 868,000 individuals and assets of nearly $191 billion, CalSTRS’ mission is to secure the financial future and sustain the trust of California’s educators. These two large pension fund organizations are influential in size and impact both in California and around the world. The level of scrutiny is high in regards to the operations and financial performance of both organizations.

In recent years the magnitude, scope and political sensitivity of the issues facing CalPERS and CalSTRS have grown significantly. Today’s economy, fast-changing investment climate, dynamic and interlinked global market, potential pension reform, and legislative mandates constantly challenge CalPERS and CalSTRS staff to achieve maximum program performance. The fiduciary and investor roles of California’s state pension funds makes them highly visible in the media and continually place them under intense scrutiny from the public, legislative representatives and other governmental and regulatory bodies at local, state, federal and global levels. The financial and operational risks continue to heighten with the volatility of economic, political and market conditions. Over the past several years, the financial and investment transactions of public pension funds have been associated with more complicated regulatory and accounting standard requirements. The responsibility for understanding transactions has increased significantly. The ongoing debate over public retirement has intensified with the volatility of financial markets and demand a greater understanding of the political and social environment in which public pension plans operate. In the last few years, because of the accounting scandals from a number of publicly held companies and government bankruptcies (e.g., Stockton, San Bernardino, Michigan/Detroit) and the default of pension benefits from some airlines and industrial companies, the Governmental Accounting Standards Board (GASB), and Securities and Exchange Commission (SEC) have tightened the
rules and regulations on investment compliance, operational controls, transparency of financial reporting and accounting requirements.

As agencies with sizable assets, totaling $496.3 billion combined, CalSTRS' and CalPERS' financial positions could easily influence the State of California's bond rating and the associated cost of long-term debt. The consequence of error is high; as financial penalties are strict and membership trust can easily be broken. As a result, the fiscal staff supporting a complex Board organization with heightened fiduciary responsibilities must provide reliable and accurate financial analysis to manage risk effectively.

The financial services operations within CalPERS and CalSTRS are the foremost authorities that ensure fiscal integrity of their members' pension accounts. Responsibilities within these units are complex and include investment accounting, financial reporting, benefit and administrative payments and internal controls. Since CalPERS and CalSTRS are financial service institutions with complex pension funds, the financial services operations for these two agencies are quite different from other financial services operations within other state agencies. The distinctive differences are noted below:

Pension Plan and Investment Accounting Require Specific and Complex Requirements
- As a pension service provider, financial services operations employees must conduct full accrual basis financial reporting and compliance with generally accepted accounting principles (GAAP).
- In addition to the State Administrative Manual (SAM) requirements, financial services operation employees must be familiar with the latest Governmental Accounting Standards Board (GASB) requirements, legislative regulations, federal and state statues, IRS rules, Teacher or Public Employee Retirement Law, and Securities and Exchange Commission (SEC) mandates on investments.

Complex Financial Reporting Requirements
- As a pension service provider, these agencies must prepare a Comprehensive Annual Financial Report (CAFR), legal and full note GAAP financial statements (similar to private companies), local government reports for the State Controller's Office pension fund reporting, and tax reports to IRS, FTB and EDD.
- Further, these agencies must prepare financial statements that are audited by an independent CPA firm with findings presented to their Boards.

Complex and Comprehensive Corporate Database System
- Currently, CalPERS and CalSTRS have comprehensive and very complex corporate technology systems that track, monitor, calculate, program, and report the retirement financial data for the member's lifetime, which could span to 50-60 years for a member.
- The corporate systems are regularly enhanced and modified, due to complex program structures and changes, legislative requirements, and the expectation by members to have access to online and up-to-date financial information similar to other industry financial institutions. Further, the complexity of using and maintaining these systems (from a business perspective) is impacted by changes in how technology is used and adopted by members, including increased use of online customer self-service functionality.
- CalPERS and CalSTRS use third party vendors and systems, such as State-Street Bank and other third party administered systems, to manage fiscal accounts.
- As mentioned, the two organizations already use complex technology to support the fiscal activities. CalSTRS has already implemented a more current technology through the BD
(BusinessDirect) project. BD is the CalSTRS’ installed version of SAP, a commercial off-the-shelf technology used by many organizations around the world to perform complex accounting and fiscal transactions. The system went live in January 2013.

- CalPERS uses PeopleSoft, which is also a commercial off-the-shelf technology used by many organizations around the world.

High Volume and Data Size of Financial Activities

- The Fiscal Service divisions within both pension agencies ensure appropriate accounting controls for over $496 billion in pension funds.
- Due to the high volume and data size, untimely recording (within hours) or incorrect reporting could cost CalPERS and CalSTRS millions in investments, interest earnings, IRS penalties to members. As the net assets for both agencies have grown significantly over the years, the consequence and size of error has also increased.
- Accurately managing and analyzing the high volume of data is also important from many other perspectives, including: internal controls, risk mitigations, Sarbanes Oxley (SOX) requirements, and audit requirements.

Technical Accounting knowledge is becoming more complex

- Public sector pension plans are under increasing scrutiny from the public and regulatory communities, standard setting organizations such as AICPA and GASB, IRS, and the California State Legislature. All of whom have issued new standards, clarified existing standards, and proposed additional changes to standards of which CalPERS and CalSTRS fiscal staff must be knowledgeable.
- It is critical that technical accounting knowledge such as tax law, investment asset classes, fair value, actuarial valuation, and pension programs be constantly attained and updated through professional education and training.

As a result of more complex requirements, a demand for higher skills and a more experienced accounting staff is required to support qualitative and quantitative analysis, research, feasibility analysis preparation, and increased level of fiduciary responsibility.

These agencies have attempted to mitigate these constraints by changing the overall recruitment strategy, diversifying the recruitment marketing approach, and by borrowing classifications, yet they still struggle to attract and retain these highly experienced accounting employees. For example, they often review the Staff Services Manager’s list to identify candidates who may also be qualified to take the Accounting Administrator or Investment Officer exam, thereby increasing the candidate group for those two pools. Further, both CalPERS and CalSTRS, utilize various online sites, such as monster.com and local online job postings to advertise jobs. In addition, both organizations have also used short-term solutions, such as hiring staff in limited-term positions, borrowing classifications from other State departments, and hiring consultants.

The pension environment has become more complex. With increased scrutiny on public pensions during the past few years from the Internal Revenue Service (IRS), public regulatory communities, government standard boards, the State Controller’s office, and the public, both agencies have instituted various initiatives to ensure leading practices, precise technologies, and quality controls are in place.

These divisions have and will continue to change the way they do business dramatically and must have a highly skilled workforce. Due to the more specialized fiscal management skills required, the
current State classifications hinder these divisions from hiring the most qualified talent they most desperately need.

CLASSIFICATION CONSIDERATIONS:

2. What classification does the subject class report to:

   This classification series will report to the Controller at CalPERS and the Chief Financial Officer at CalSTRS.

3. Will the subject class supervise? If so, what classes?

   Yes, the first three levels, the PFAI, PFAII, and PFAIII will either be supervisory or function as a highly skilled specialist. The remaining two classifications, the PFA IV and PFA V, are managers. The subjects who will report to these classifications include the Associate Accounting Analyst and the Pension Financial Accountant (PFA) series.

4. What are the specific duties of the subject class?

   The proposed classification series incorporates requirements from existing classifications and requirements identified through various corporate initiatives. Although both CalPERS and CalSTRS currently utilize the Accounting Administrator, Investment Officer, and Associate Accounting Analyst Series to fill these roles, those classifications do not adequately encompass the skill set required for a Pension Financial Accountant. Furthermore, with the implementation of CalSTRS’ new accounting system an even more advanced analytical skill set will be required. Future responsibilities of the subject classes within the financial services operations within CalPERS and CalSTRS include:

   - Plan, organize, direct and monitor the analysis and research performed by professional accounting staff and vendor consultants;
   - Direct the research and compliance of new accounting standards mandated by the Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB) and the Government Finance Officers’ Associations (GFOA);
   - Direct formulation of new accounting policies and procedures;
   - Act as in-house accounting, accounting systems, and financial planning technical experts;
   - Knowledge of public and private sector best practices for accounting treatments for a wide variety of investment activities and holdings;
   - Understanding of various approaches accounting policies, plans, and funds; internal controls, transaction processing, and financial reporting; and,
   - Implement treatments that reflect CalPERS’ and CalSTRS’ business decisions while maintaining accuracy and transparency in financial reporting
   - Perform complex research analysis and studies that require decision trees to weigh potential opportunities and risks for fiscal and business solutions.
   - Prepare complex financial reports such as the CAFR.

5. What is the decision-making responsibility of the subject class?
As the two largest pension programs within the United States, both CalPERS and CalSTRS Financial Services divisions monitor assets of over $496 billion. Subjects in this classification series make decisions that have a substantial impact to the organization's bottom line and members trust.

With each increase in the classification level, the decision-making responsibility also increases.

As a PFA I, incumbents are responsible for making decisions that impact unit operations and individual members. Subjects are responsible for on-going operations, financial account analysis and reconciliation, as well as conducting research.

PFA II incumbents are responsible for complex unit-operation decisions. The decision-making authority becomes more complex as the subjects make decisions that are more complicated, affect membership and other divisions within the organization; as well as decisions related to financial accounts, reconciliation, and research.

Enterprise entity and policy formulation begins at the PFA III level. Decisions made at this level typically have a high degree of complexity, affect other divisions within the organization, and have significant impact to members or finances. Subjects are responsible for policy decisions that impact membership, yet they also makes decisions that impact high profile projects, financial statements and various reports.

The PFA IV incorporates decisions that are more political in nature; decisions range from membership disputes to new tax policies. At this level, subjects make decisions that affect the organization, the membership, and include decisions related to fiscal policy formulation, highly complicated financial matters, and cross-divisional matters.

Subjects at the PFA V level make decisions that are sensitive and political in nature and impact the organization and membership as a whole. Decisions include division policy formulation, decisions related to division-operating needs, as well as organization and financial assessments. This subject is also responsible for division operation decisions.

6. **What would be the consequence of error if incumbent in the subject class did not perform their job?**

In general, pension programs are under substantial scrutiny; however, government pension programs are under even more scrutiny due to the public’s desire for transparency, member concerns about his/her retirement future, and various control agencies seeking accurate financial reporting. Newspapers, magazines, and the news draw attention to agencies whose employees make financial errors, especially if it affects pensions or retirement. As previously mentioned, CalPERS and CalSTRS are monitored by various sources, including robust internal resources and without highly skilled financial services staff, dynamic accounting systems, and policies, error is likely.

The consequence of error is highly significant; thus being one of the strongest arguments for creating a new classification series. With over $496 billion in assets, the retirement funds of California's civil servants and teachers are in the hands of these incumbents, thus it is critical that he/she has the appropriate skill set to perform his/her job accurately and protect CalPERS and CalSTRS' investments, reputation, and most importantly, California's credit rating.
In addition, various regulating bodies monitor CalSTRS and CalPERS and issue various consequences should errors occur. Consequences range from audits to significant penalties, plus a loss of investment opportunity as well as severe reputation risks. With a combined membership of nearly 2.5 million, should an incumbent misreport information, it may result in irreconcilable damage to member’s trust. Not to mention, a great deal of pension financial reporting is public record and is readily available on the internet. Errors in reports like the Comprehensive Annual Financial Report, CAFR, are not only embarrassing for the agency, but it also tarnishes California’s reputation.

7. **What are the analytical requirements expected of incumbents in the subject class?**

These highly skilled and experienced accounting subjects have numerous analytical skills that differ from the traditional accounting classifications. Not only do these employees require the traditional accounting knowledge, incumbents must also analyze complicated investment and pension accounting issues (further details bulleted below). It is critical that these incumbents have strong communication skills and the ability to analyze and articulate investment requirements. Incumbents must also have system configuration knowledge. As a frontline user, these employees must quickly discern accounting systems accuracy. Incumbents must also understand complicated financial reporting requirements. Additional analytical requirements expected are below:

**General, Investment and Pension Accounting:**

Knowledge of:
- Accounting principles and practices;
- Financial markets, banking, management of investment portfolios;
- Investment transaction treatments;
- Fair market and actuarial valuation;
- Policy research and analysis;
- Automated accounting systems;

Ability to:
- Analyze and evaluate financial and accounting records;
- Conduct risk assessment and internal controls;
- Conduct financial analysis and review of pension actuaries and investment portfolios for accounting compliance;
- Conduct error and fraud detection;
- Compile, record, and analyze financial information;
- Prepare financial statements with full note disclosures.

**Tax Accounting:**

Knowledge of:
- Internal Revenue Service (IRS) and Franchise Tax Board (FTB) tax regulations and policies

Ability to:
- Research and apply tax regulations designed for corporate compliance, and pension compliance.

**Financial Management and Reporting:**

The ability to:
• Apply General Accepted Accounting Principles (GAAP), governmental budgetary principles, practices, principles and procedures of public finance and reporting requirements;
• Appropriately present financial statements and related notes in accordance with all relevant Government Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) pronouncements;
• Prepare the Comprehensive Annual Financial Report (CAFR).

Financial Systems:
Knowledge of:
• The functions of financial systems and information technology, configuration management, system support service levels and management;
• Accounting and financial software;

Ability to:
• Ensure data integrity, train and support other staff;
• Develop and maintain reports and queries;
• Identify and resolve issues related to various financial systems;
• Successfully navigate various financial systems for research and analysis.

Mathematical and Analytical Reasoning:
Knowledge to:
• Solve practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

Ability to:
• Apply analytical reasoning to solve problems.

OCCUPATIONAL COMPETENCIES

Applies Technology to Tasks:
Ability to:
• Use technology in job performance (includes the integration and acceptance of new technology when appropriate.)

Effective Communication:
Ability to:
• Communicate effectively both verbally and in writing;
• Possess effective listening skills;
• Provide and receive feedback.
• Clearly articulate financial data to executives.

Diagnostic Information Gathering:
Ability to:
• Identify the information needed to clarify a situation;
• Garner the support of business partners and stakeholders to achieve the desired outcome.

Flexibility:
Ability to:
• Adapt and work in a variety of situations and with individuals and groups;
• Be open to different and new ways of conducting business;
• Modify one’s preferred way of doing things.

**Influencing Others:**
*Ability to:*
  • Gain support for ideas, proposals, projects and solutions.

**Professional and Personal Development:**
*Ability to:*
  • Improve technical and personal growth.

**Organizational Awareness:**
*Ability to:*
  • Understand the operations, structure and culture of the organization;
  • Understand the political, social, and economic issues affecting the organization.

**Resource Management:**
*Knowledge of and the ability to:*
  • Ensure the effective, efficient, and sustainable use of public service resources and assets, financial resources, real property and business information.

**Results Orientation:**
*Ability to:*
  • Focus personal efforts on achieving results consistent with the organization’s objectives.

### 8. What are the purpose, type, and level of contact incumbents in the subject class make?

Subjects interact with various high-level internal and external contacts. As the chart (below) shows, lower PFA levels have more contact directly with members. Unless a member requests an Executive Review, the PFA V will have minimal contact with members. However, the PFA will typically engage with the internal investment staff, thus, the incumbent must have strong finance and investment acumen to demonstrate product knowledge. For example, a PFA requires the following knowledge, which is different from the traditional accounting classifications:

- Have knowledge of public and private sector best practices for accounting treatments for a wide variety of investment activities and holdings;
- Understand the impact of various approaches on plan and fund accounting policies, internal controls, transaction processing, and financial reporting; and,
- Implement treatments that reflect organization business decisions while maintaining accuracy and transparency in financial reporting.

PFA III level staff primarily has contacts with third party entities, such as State Street Bank and the IRS. Contact with California control agencies, such as the State Controller’s office remains minimal until the PFA IV level; upper management within the division typically contacts those agencies. As a whole, this series will have more interaction with Executive staff, which includes the Chief Financial Officer. Interaction with the Board is minimal until the PFA V level; however, the CFO has primary contact with the Board.


<table>
<thead>
<tr>
<th>Class</th>
<th>Members</th>
<th>Investment Division</th>
<th>Third Party Entities</th>
<th>GA Control Agencies</th>
<th>Executive Staff</th>
<th>Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>PFA I</td>
<td>High</td>
<td>Low</td>
<td>Minimal</td>
<td>Minimal</td>
<td>Low</td>
<td>None</td>
</tr>
<tr>
<td>PFA II</td>
<td>Medium</td>
<td>Low</td>
<td>Low</td>
<td>Minimal</td>
<td>Medium</td>
<td>None</td>
</tr>
<tr>
<td>PFA III</td>
<td>Low</td>
<td>Medium</td>
<td>Medium</td>
<td>Minimal</td>
<td>High</td>
<td>Minimal</td>
</tr>
<tr>
<td>PFA IV</td>
<td>Minimal</td>
<td>Medium</td>
<td>High</td>
<td>Low</td>
<td>High</td>
<td>Minimal</td>
</tr>
<tr>
<td>PFA V</td>
<td>Minimal</td>
<td>Medium</td>
<td>High</td>
<td>Medium</td>
<td>High</td>
<td>Medium</td>
</tr>
</tbody>
</table>

**NEED for NEW CLASS:**

9. For new class only: What existing classes were considered and why are they not appropriate?

Beginning in the fall of 2010, CalSTRS embarked on the Pension Accounting Initiative (PAI) - Accounting Classification Study project. During this time, CalPERS and CalSTRS considered various alternatives to mitigate recruiting and retention challenges. Prior to proceeding forward with creating a new classification, we identified four mitigating strategies: create a new classification, modify an existing classification, conduct a demonstration project, or retain the status quo.

The team identified four mitigating strategies. They met with representatives from three State agencies, including program and human resource staff. They also reviewed classifications within four comparable State agencies, as well as interviewing several subject matter experts from various State departments to discuss recruitment options. In addition, they conducted research on the HR Net about the policies for the mitigating strategy and the government code to learn about Demonstration projects.

The team categorized and ranked each strategy based on ability to meet CalPERS and CalSTRS needs, approval probability, and timeframe. Finally, a strategic meeting was held to discuss the best solution. The team agreed that creating a new classification would be the best strategy to mitigate CalPERS' and CalSTRS' challenge.

During this project, the team also considered the following classifications:

<table>
<thead>
<tr>
<th>Classification</th>
<th>Outdated Classification</th>
<th>Qualification Mismatch</th>
<th>Compensation Mismatch</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Administrator</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Staff Services Manager</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

- CalPERS and CalSTRS currently use this classification; however, they are unable to attract and retain required qualified staff, as they require a higher skilled employees.
- Extremely difficult to recruit
- Creates turnover

- CalPERS currently uses this classification; however, unable to attract and retain required qualified staff
- Extremely difficult to recruit
- Creates turnover
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<th>Qualification Mismatch</th>
<th>Compensation Mismatch</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Various Cities and Counties</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Not a State agency, yet specifications provided guidance for the proposed classification.</td>
</tr>
<tr>
<td>(Sacramento, Yolo, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Various States</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Not a State agency, yet specifications provided guidance for the proposed classification.</td>
</tr>
<tr>
<td>(New York, Texas, Wisconsin, etc.)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canadian Pension Agencies</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Not a State agency, yet specifications provided guidance for the proposed classification.</td>
</tr>
</tbody>
</table>

**MINIMUM QUALIFICATIONS:**
10. What are the proposed or current minimum qualifications of the subject classes, and why are they appropriate?

The following minimum qualifications are appropriate for this classification based on input and review by subject matter experts (SMEs) with decades of experience and identified these qualifications to be the foremost skills and abilities required for this new classification. The SME's aligned the qualifications with industry standards.

**MINIMUM QUALIFICATIONS**

**Education:**
The following education is required to qualify at any level:

Equivalent to graduation from college preferably with specialization in financial management or a closely related field.

**OR**
Equivalent to graduation from college of which 24 semester units must include courses in financial accounting, managerial accounting, intermediate/advanced accounting, fund/governmental accounting, cost accounting, auditing, business law, computer applications/management information systems.

**OR**
Completion of the equivalent of 60 semester units of course work which shall be given by a collegiate-grade residence institution, 36 units which shall include courses in financial accounting, managerial accounting, intermediate accounting, advanced accounting, taxes, cost accounting, auditing, business law, computer applications, and management information systems.

**AND**

**Pension Financial Accountant I**

**Experience:**
One year of experience in California state service performing professional, technical or supervisory duties and applying principles, methods, techniques, and tools related to or in support of accounting, investments, auditing, risk analysis, research and/or budget activities in a class with a level of responsibility equivalent to an Accounting Administrator I.

**OR**
Two years in California state service performing duties of an Associate Accounting Analyst.

**OR**
Four years of increasing responsibility in professional accounting, auditing, budgeting, investment operations, financial systems, or banking. Experience may be in a public or private pension setting, conducting a variety of pension accounting, investment accounting, or handling complex accounting and financial reporting work. (Qualifying education may be substituted on a year-for-year basis).

**Pension Financial Accountant II**

**Experience:**
One year of experience in California state service performing professional, technical or supervisory duties and applying principles, methods, techniques, and tools related to or in support of accounting, investments, auditing, risk analysis, research and/or budget activities in a position equivalent to an Pension Financial Accountant I.
OR
Two years in California state service performing duties of an Accounting Administrator I;

OR
Five years of increasing responsibility in professional accounting, auditing, budgeting, investment operations, financial systems, or banking. Experience may be in a public or private pension setting, conducting a variety of pension accounting, investment accounting, or handling complex accounting and financial reporting work. (Qualifying education may be substituted on a year-for-year basis).

Pension Financial Accountant III

Experience:
One year of experience in California state service performing professional, technical or supervisory duties and applying principles, methods, techniques, and tools related to or in support of accounting, investments, auditing, risk analysis, and/or budget activities in a class with a level of responsibility equivalent to a Pension Financial Accountant II.

OR
Two years in California state service performing duties of a Pension Financial Accountant I;

OR
Six years of increasing responsibility in professional accounting, auditing, budgeting, investment operations, financial systems, or banking. Experience may be in a public or private pension setting, conducting a variety of pension accounting, investment accounting, or handling complex accounting and financial reporting work. (Qualifying education may be substituted on a year-for-year basis).

Pension Financial Accountant IV

Experience:
One year of experience in California state service performing professional, technical or supervisory duties related to or in support of accounting, auditing, and budget activities in a class with a level of responsibility equivalent a Pension Financial Accountant III. (Qualifying education may be substituted on a year-for-year basis).

OR
Two years in California state service performing duties of an a Pension Financial Accountant II

OR
Broad and extensive experience, at least seven years, of increasing responsibility in professional accounting, auditing, budgeting, investment operations, financial systems, or banking. Experience may be in a public or private pension setting, conducting a variety of pension accounting, investment accounting, or handling complex accounting and financial reporting work. For at least two years, this responsibility must have been at a level equivalent to supervising staff in the operation of a complex accounting system. (Qualifying education may be substituted on a year-for-year basis).

Pension Financial Accountant V

Experience:

<table>
<thead>
<tr>
<th>Board Meeting Date:</th>
<th>Location:</th>
<th>ROUTING:</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 13, 2015</td>
<td>Sacramento</td>
<td></td>
</tr>
<tr>
<td>Calendar:</td>
<td>Hearing items will be scheduled for 30 minutes unless otherwise specified:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Hearing</th>
<th>Staff</th>
<th>Hearing</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SUBJECT

DPA OR DEPT REVIEW

1. Certificate of Conformance (Form 137): □ Attached ☑ Not Required
2. Specifications: ☑ Attached
3. Allocation Standards: □ Submitted ☑ Spec Only
4. Class Data Sheet: □ Submitted
5. Salary Analysis: □ Submitted □ Not Required
6. Salary Comp Resolution (Deep Class Only): □ Included □ Not Applicable
7. Draft Item Sent to Employee Union: Date: June 3, 2015

NOTIFIED AND SENT COPIES TO:

Larry Svetch, Executive Director
California Association of Managers and Supervisors

Rocco Paternoster, Executive Director
Association of California State Supervisors

SPB REVIEW

1. Nontesting Class: □ Examination Processing Unit Notified
2. Entry-Level Class: □ Health Questionnaire □ Medical Exam
3. Type of Certification: □ 3 Ranks □ Policy Analyst
4. Status/Exam Resolution Approved: □ Date □ 3 Names
5. Prob Periods (other than 6 mos): □ Reviewed □ Not applicable
6. Job Category/Categories: □ Submitted □ Reviewed

SECRETARIAT REVIEW

☐ Before Letters Mailed on ____ (Date)
☐ After Letters Mailed on ____ (Date)
Pension Financial Accountant Series

California State Personnel Board Specification

Series Established xx/xx/xxxx

Scope

This series specification describes five levels used to perform a broad range of specialist, supervisory, and managerial duties related to, or in support of, administering pension financial accounting and analysis, investment accounting, and financial system activities within the California Public Employees' Retirement System (CalPERS) and the California State Teachers' Retirement System (CalSTRS).

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<td>4191</td>
<td>Pension Financial Accountant I</td>
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<td>4192</td>
<td>Pension Financial Accountant II</td>
</tr>
<tr>
<td>JS03</td>
<td>4193</td>
<td>Pension Financial Accountant III</td>
</tr>
<tr>
<td>JS04</td>
<td>4194</td>
<td>Pension Financial Accountant IV</td>
</tr>
<tr>
<td>JS05</td>
<td>4195</td>
<td>Pension Financial Accountant V</td>
</tr>
</tbody>
</table>

Pension Financial Accountant Series Specification - Class Titles and Codes

DEFINITION OF SERIES

This series specification describes classes in which incumbents utilize a variety of automated systems and tools in order to assess, record, and analyze complex pension and investment accounting transactions; complete financial analysis and review of investment valuation for accounting compliance; evaluate unique and complex investments to determine proper accounting treatments for financial reporting; conduct legislative, policy and tax research and analysis; compile, record, and analyze financial information provided by external service providers; maintain partnerships with external money managers; apply Generally Accepted Accounting Principles (GAAP) to accounting transactions, policies, and financial reporting; prepare comprehensive annual and other periodic financial reports while complying with requirements promulgated by the Internal Revenue Service, other federal and California law, Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and Government Finance Officers' Association (GFOA); conduct on-going risk assessments; monitor and verify the adequacy of internal controls; support complex financial system configuration and financial report development; develop, recommend, formulate, and implement financial management policies, controls, and procedures; prepare forecasting model using various trend analysis models; and respond to various internal and external audit requests.
FACTORS AFFECTING POSITION ALLOCATION

The impact of decisions, consequences of error, variety, complexity and sensitivity of pension accounting functions, nature and scope of administrative responsibilities, leadership or supervision exercised, reporting relationships, and decision authority.

DEFINITION OF LEVELS

Incumbents within the specialist positions are without subordinate staff and are responsible for conducting highly complex and sensitive pension accounting and financial analysis, investment accounting, and financial system configuration, management, and support activities.

Incumbents within the supervisor and management roles typically plan, organize, and direct the work of incumbents in classifications performing duties related to or in support of pension and investment accounting, analysis, and financial system support activities.

PENSION FINANCIAL ACCOUNTANT I

Under general supervision, positions at this level function as either (1) a first line supervisor organizing and directing the work of technical and professional staff; or (2) a staff specialist performing technical and professional pension accounting activities. The work performed involves underlying assets, systems, or transactions which are complex and the risk of error is substantial.

PENSION FINANCIAL ACCOUNTANT II

Under general supervision, positions at this level function as either (1) a supervisor, where through one or more subordinate supervisor(s), plan, organize, and direct the work of technical and professional staff performing pension accounting activities; or (2) a staff specialist performing technical and professional pension accounting activities. The work performed involves underlying assets, systems, or transactions which are atypical and highly complex and the risk of error is significant.

PENSION FINANCIAL ACCOUNTANT III

Under direction, positions at this level either (1) have full supervisory responsibility for highly complex programs; or (2) function as a technical expert. The work performed involves underlying assets, systems, or transactions which are the most complex and unique and the risk of error is potentially material.
PENSION FINANCIAL ACCOUNTANT IV

Under general direction, this is the first management level over subordinate supervisors. Positions at this level plan, organize, and direct the work of technical and professional staff performing the most critically sensitive and complex pension accounting activities.

PENSION FINANCIAL ACCOUNTANT V

Positions at this level have full management responsibility, through subordinate supervisors and managers to direct the daily operations within the division including the most critical, sensitive, and complex pension accounting activities (i.e. policy and compliance development and implementation, managing long-term projects in support of retirement accounting activities, etc.). Positions at this level are responsible for maintaining relationships with other organizational leaders and any applicable external third parties; responsible for policy formulation and implementation that directly impacts the branch, division, organization, and pension program membership; and resolves issues related to the implementation of organizational-wide, branch, and divisional policies.

KNOWLEDGE AND ABILITIES

FOR POSITIONS WITH SUPERVISORY/MANAGEMENT RESPONSIBILITY

Knowledge of manager/supervisor responsibility for promoting equal opportunity in hiring and employee development and promotion; ability to effectively promote equal opportunity in employment and for maintaining a work environment which is free of discrimination and harassment.

ALL LEVELS:

General, Investment and Pension Accounting: Knowledge of accounting principles and practices; financial markets, banking, management of investment portfolios; investment transaction treatments; fair market and actuarial valuation; policy research and analysis; and automated accounting systems. Ability to analyze and evaluate financial and accounting records; conduct risk assessment and internal controls; conduct financial analysis and review of pension actuaries and investment portfolios for accounting compliance; conduct error and fraud detection; compile, record, and analyze financial information; and prepare or assist in preparing financial statements with full note disclosures.

Tax Accounting: Knowledge of Internal Revenue Service (IRS) and Franchise Tax Board (FTB) tax regulations and policies. Ability to research and apply tax regulations designed for corporate compliance, and pension compliance.

Financial Management and Reporting: Ability to apply Generally Accepted Accounting Principles (GAAP), governmental budgetary principles, practices, principles, and procedures of
public finance and reporting requirements; appropriately present financial statements and related notes in accordance with all relevant Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) pronouncements; and prepare or assist in preparing the Comprehensive Annual Financial Report (CAFR).

**Financial Systems:** Knowledge of the functions of financial systems and information technology, configuration management, system support service levels and management; and accounting and financial software. Ability to ensure data integrity, train and support other staff; develop and maintain reports and queries; identify and resolve issues related to various financial systems; and successfully navigates various financial systems for research and analysis.

**Mathematical and Analytical Reasoning:** Knowledge of mathematical and analytical methods. Ability to solve practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

**Applies Technology to Tasks:** Ability to use technology in job performance (includes the integration and acceptance of new technology when appropriate).

**Effective Communication:** Ability to communicate effectively both verbally and in writing; possess effective listening skills; provide and receive feedback; and clearly articulate financial data to executives.

**Diagnostic Information Gathering:** Ability to identify the information needed to clarify a situation; and garner the support of business partners and stakeholders to achieve the desired outcome.

**Flexibility:** Ability to adapt and work in a variety of situations and with individuals and groups; be open to different and new ways of conducting business; and modify one's preferred way of doing things.

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**Professional and Personal Development:** Ability to improve technical and personal growth.

**Organizational Awareness:** Ability to understand the operations, structure, and culture of the organization; and understand the political, social, and economic issues affecting the organization.

**Resource Management:** Ability to ensure the effective, efficient, and sustainable use of public service resources and assets, financial resources, real property, and business information.

**Results Orientation:** Ability to focus personal efforts on achieving results consistent with the organization's objectives.
MINIMUM QUALIFICATIONS

Education: Required for all levels.

Either I
Equivalent to graduation from college with a specialization in financial management or a closely related field.

Or II
Equivalent to graduation from college with any major which shall include at least 24 semester units in financial accounting, managerial accounting, intermediate accounting, advanced accounting, taxes, cost accounting, auditing, business law, computer applications, or management information systems.

Or III
Completion of the equivalent of 60 semester units of course work which shall be given by a collegiate-grade residence institution, 36 units which shall include courses in financial accounting, managerial accounting, intermediate accounting, advanced accounting, taxes, cost accounting, auditing, business law, computer applications and management information systems.

AND

PENSION FINANCIAL ACCOUNTANT I

Either I
One year of experience in the California state service performing professional, technical, or supervisory duties and applying principles, methods, techniques, and tools related to or in support of accounting, investments, auditing, taxes, risk analysis, financial systems, research, and/or budget activities in a class with a level of responsibility equivalent to an Accounting Administrator I.

Or II
Two years in the California state service performing the duties of an Associate Accounting Analyst.

Or III
Four years of increasing responsibility in professional accounting, auditing, budgeting, investment operations, financial systems, or banking. Experience may be in a public or private pension setting, conducting a variety of pension accounting, investment accounting, or handling complex accounting and financial reporting work. (Qualifying education may be substituted on a year-for-year basis).
PENSION FINANCIAL ACCOUNTANT II

Either I
One year of experience in the California state service performing professional, technical or supervisory duties and applying principles, methods, techniques, and tools related to or in support of accounting, investments, auditing, taxes, risk analysis, financial systems, research and/or budget activities in a class with a level of responsibility equivalent to a Pension Financial Accountant I.

Or II
Two years in the California state service performing the duties of an Accounting Administrator I

Or III
Five years of increasing responsibility in professional accounting, auditing, budgeting, investment operations, financial systems, or banking. Experience may be in a public or private pension setting, conducting a variety of pension accounting, investment accounting, or handling complex accounting and financial reporting work. (Qualifying education may be substituted on a year-for-year basis).

PENSION FINANCIAL ACCOUNTANT III

Either I
One year of experience in the California state service performing professional, technical, or supervisory duties and applying principles, methods, techniques, and tools related to or in support of accounting, investments, auditing, taxes, risk analysis, financial systems, research, and/or budget activities in a class with a level of responsibility equivalent to a Pension Financial Accountant II.

Or II
Two years in the California state service performing the duties of a Pension Financial Accountant I.

Or III
Six years of increasing responsibility in professional accounting, auditing, budgeting, investment operations, financial systems, or banking. Experience may be in a public or private pension setting, conducting a variety of pension accounting, investment accounting, or handling complex accounting and financial reporting work. (Qualifying education may be substituted on a year-for-year basis).

PENSION FINANCIAL ACCOUNTANT IV

Either I
One year of experience in the California state service performing professional, technical, or supervisory duties and applying principles, methods, techniques, and tools related to or in support of accounting, investments, auditing, taxes, risk analysis, financial
systems, research, and/or budget activities in a class with a level of responsibility equivalent to a Pension Financial Accountant III.

Or II

Two years in California state service performing the duties of an a Pension Financial Accountant II.

Or III

Broad and extensive experience, at least seven years, of increasing responsibility in professional accounting, auditing, budgeting, investment operations, financial systems or banking. Experience may be in a public or private pension setting, conducting a variety of pension accounting, investment accounting, or handling complex accounting and financial reporting work. For at least two years, this responsibility must have been at a level equivalent to supervising staff in the operation of a complex accounting system. (Qualifying education may be substituted on a year-for-year basis).

PENSION FINANCIAL ACCOUNTANT V

Either I

One year of experience in the California state service performing professional, technical, or supervisory duties and applying principles, methods, techniques, and tools related to or in support of accounting, investments, auditing, taxes, risk analysis, financial systems, research, and/or budget activities in a class with a level of responsibility equivalent to a Pension Financial Accountant IV.

Or II

Two years in the California state service performing the duties of a Pension Financial Accountant III.

Or III

Broad and extensive experience, at least eight years, of increasing responsibility in professional accounting, auditing, budgeting, investment operations, financial systems, or banking. Experience may be in a public or private pension setting, conducting a variety of pension accounting, investment accounting, or handling complex accounting and financial reporting work. For at least three years, this responsibility must have been at a level equivalent to supervising staff in the operation of a complex accounting system. (Qualifying education may be substituted on a year-for-year basis).

CLASS HISTORY

<table>
<thead>
<tr>
<th>Class</th>
<th>Date Established</th>
<th>Date Revised</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pension Financial Accountant I</td>
<td>--</td>
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</tbody>
</table>
REVISED
CLASSIFICATION
SPECIFICATION FOR
OCTOBER 8, 2015
SPB MEETING
Financial Accountant Series

California State Personnel Board Specification

Series Established 10/08/2015

Scope

This series specification describes five levels used to perform a broad range of specialist, supervisory, and managerial duties related to, or in support of, administering financial accounting and analysis, investment accounting, and financial system activities within the California Public Employees’ Retirement System (CalPERS) and the California State Teachers’ Retirement System (CalSTRS).

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<td>4194</td>
<td>Financial Accountant IV</td>
</tr>
<tr>
<td>JS05</td>
<td>4195</td>
<td>Financial Accountant V</td>
</tr>
</tbody>
</table>

DEFINITION OF SERIES

This series specification describes classes in which incumbents utilize a variety of automated systems and tools in order to assess, record, and analyze complex pension and investment accounting transactions; complete financial analysis and review of investment valuation for accounting compliance; evaluate unique and complex investments to determine proper accounting treatments for financial reporting; conduct legislative, policy and tax research and analysis; compile, record, and analyze financial information provided by external service providers; maintain partnerships with external money managers; apply Generally Accepted Accounting Principles (GAAP) to accounting transactions, policies, and financial reporting; prepare comprehensive annual and other periodic financial reports while complying with requirements promulgated by the Internal Revenue Service, other federal and California law, Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and Government Finance Officers' Association (GFOA); conduct on-going risk assessments; monitor and verify the adequacy of internal controls; support complex financial system configuration and financial report development; develop, recommend, formulate, and implement financial management policies, controls, and procedures; prepare forecasting model using various trend analysis models; and respond to various internal and external audit requests.

FACTORS AFFECTING POSITION ALLOCATION
The impact of decisions, consequences of error, variety, complexity and sensitivity of financial and investment accounting functions, nature and scope of administrative responsibilities, leadership or supervision exercised, reporting relationships, and decision authority.

**DEFINITION OF LEVELS**

Incumbents within the specialist positions are without subordinate staff and are responsible for conducting highly complex and sensitive financial accounting and analysis, investment accounting, and financial system configuration, management, and support activities.

Incumbents within the supervisor and management roles typically plan, organize, and direct the work of incumbents in classifications performing duties related to or in support of financial and investment accounting, analysis, and financial system support activities.

**FINANCIAL ACCOUNTANT I**

Under general supervision, positions at this level function as either (1) a first line supervisor organizing and directing the work of technical and professional staff; or (2) a staff specialist performing technical and professional financial and investment accounting activities. The work performed involves underlying assets, systems, or transactions which are complex and the risk of error is substantial.

**FINANCIAL ACCOUNTANT II**

Under general supervision, positions at this level function as either (1) a supervisor, where through one or more subordinate supervisor(s), plan, organize, and direct the work of technical and professional staff performing financial and investment accounting activities; or (2) a staff specialist performing technical and professional financial accounting activities. The work performed involves underlying assets, systems, or transactions which are atypical and highly complex and the risk of error is significant.

**FINANCIAL ACCOUNTANT III**

Under direction, positions at this level either (1) have full supervisory responsibility for highly complex programs; or (2) function as a technical expert. The work performed involves underlying assets, systems, or transactions which are the most complex and unique and the risk of error is potentially material.

**FINANCIAL ACCOUNTANT IV**
Under general direction, this is the first management level over subordinate supervisors. Positions at this level plan, organize, and direct the work of technical and professional staff performing the most critically sensitive and complex financial and investment accounting activities.

FINANCIAL ACCOUNTANT V

Positions at this level have full management responsibility, through subordinate supervisors and managers to direct the daily operations within the division including the most critical, sensitive, and complex financial and investment accounting activities (e.g., policy and compliance development and implementation, managing long-term projects in support of retirement accounting activities). Positions at this level are responsible for maintaining relationships with other organizational leaders and any applicable external third parties; policy formulation and implementation that directly impacts the branch, division, organization, and pension program membership; and resolving issues related to the implementation of organizational-wide, branch, and divisional polices.

KNOWLEDGE AND ABILITIES

FOR POSITIONS WITH SUPERVISORY/MANAGEMENT RESPONSIBILITY

Knowledge of manager/supervisor responsibility for promoting equal opportunity in hiring and employee development and promotion; ability to effectively promote equal opportunity in employment and for maintaining a work environment which is free of discrimination and harassment.

ALL LEVELS:

General, Financial, Investment and Pension Accounting: Knowledge of accounting principles and practices; financial markets, banking, management of investment portfolios; investment transaction treatments; fair market and actuarial valuation; policy research and analysis; and automated accounting systems. Ability to analyze and evaluate financial and accounting records; conduct risk assessment and internal controls; conduct financial analysis and reviews of actuarial analysis and investment portfolios for accounting compliance; conduct error and fraud detection; compile, record, and analyze financial information; and prepare or assist in preparing financial statements with full note disclosures.

Tax Accounting: Knowledge of Internal Revenue Service (IRS) and Franchise Tax Board (FTB) tax regulations and policies. Ability to research and apply tax regulations designed for corporate compliance and pension compliance.

Financial Management and Reporting: Ability to apply Generally Accepted Accounting Principles (GAAP), governmental budgetary principles, practices, principles, and procedures of public finance and reporting requirements; appropriately present financial statements and
related notes in accordance with all relevant Governmental Accounting Standards Board (GASB) and Financial Accounting Standards Board (FASB) pronouncements; and prepare or assist in preparing the Comprehensive Annual Financial Report (CAFR).

**Financial Systems:** Knowledge of the functions of financial systems and information technology, configuration management, system support service levels and management; and accounting and financial software. Ability to ensure data integrity, train and support other staff; develop and maintain reports and queries; identify and resolve issues related to various financial systems; and successfully navigates various financial systems for research and analysis.

**Mathematical and Analytical Reasoning:** Knowledge of mathematical and analytical methods. Ability to solve practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

**Applies Technology to Tasks:** Ability to use technology in job performance (includes the integration and acceptance of new technology when appropriate).

**Effective Communication:** Ability to communicate effectively both verbally and in writing; possess effective listening skills; provide and receive feedback; and clearly articulate financial data to executives.

**Diagnostic Information Gathering:** Ability to identify the information needed to clarify a situation; and garner the support of business partners and stakeholders to achieve the desired outcome.

**Flexibility:** Ability to adapt and work in a variety of situations and with individuals and groups; be open to different and new ways of conducting business; and modify one’s preferred way of doing things.

**Influencing Others:** Ability to gain support for ideas, proposals, projects, and solutions.

**Professional and Personal Development:** Ability to improve technical and personal growth.

**Organizational Awareness:** Ability to understand the operations, structure, and culture of the organization; and understand the political, social, and economic issues affecting the organization.

**Resource Management:** Ability to ensure the effective, efficient, and sustainable use of public service resources and assets, financial resources, real property, and business information.

**Results Orientation:** Ability to focus personal efforts on achieving results consistent with the organization’s objectives.

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**MINIMUM QUALIFICATIONS**

**Education:** Required for all levels.
Either I
Equivalent to graduation from college with a specialization in financial management or a closely related field.

Or II
Equivalent to graduation from college with any major which shall include at least 24 semester units in financial accounting, managerial accounting, intermediate accounting, advanced accounting, taxes, cost accounting, auditing, business law, computer applications, or management information systems.

Or III
Completion of the equivalent of 60 semester units of course work which shall be given by a collegiate-grade residence institution, 36 units which shall include courses in financial accounting, managerial accounting, intermediate accounting, advanced accounting, taxes, cost accounting, auditing, business law, computer applications and management information systems.

AND

FINANCIAL ACCOUNTANT I

Either I
One year of experience in the California state service performing professional, technical, or supervisory duties and applying principles, methods, techniques, and tools related to or in support of accounting, investments, auditing, taxes, risk analysis, financial systems, research, and/or budget activities in a class with a level of responsibility equivalent to an Accounting Administrator I.

Or II
Two years in the California state service performing the duties of an Associate Accounting Analyst.

Or III
Four years of increasing responsibility in professional accounting, auditing, budgeting, investment operations, financial systems, or banking. Experience may be in a public or private financial institution setting, conducting a variety of financial accounting, investment accounting, or handling complex accounting and financial reporting work. (Qualifying education may be substituted on a year-for-year basis).

FINANCIAL ACCOUNTANT II

Either I
One year of experience in the California state service performing professional, technical or supervisory duties and applying principles, methods, techniques, and tools related to or in support of accounting, investments, auditing, taxes, risk analysis, financial systems, research and/or budget activities in a class with a level of responsibility equivalent to a Financial Accountant I.

Or II

Two years in the California state service performing the duties of an Accounting Administrator I.

Or III

Five years of increasing responsibility in professional accounting, auditing, budgeting, investment operations, financial systems, or banking. Experience may be in a public or private financial institution setting, conducting a variety of financial accounting, investment accounting, or handling complex accounting and financial reporting work. (Qualifying education may be substituted on a year-for-year basis).

FINANCIAL ACCOUNTANT III

Either I

One year of experience in the California state service performing professional, technical, or supervisory duties and applying principles, methods, techniques, and tools related to or in support of accounting, investments, auditing, taxes, risk analysis, financial systems, research, and/or budget activities in a class with a level of responsibility equivalent to a Financial Accountant II.

Or II

Two years in the California state service performing the duties of a Financial Accountant I.

Or III

Six years of increasing responsibility in professional accounting, auditing, budgeting, investment operations, financial systems, or banking. Experience may be in a public or private financial institution setting, conducting a variety of financial accounting, investment accounting, or handling complex accounting and financial reporting work. (Qualifying education may be substituted on a year-for-year basis).

FINANCIAL ACCOUNTANT IV

Either I

One year of experience in the California state service performing professional, technical, or supervisory duties and applying principles, methods, techniques, and tools related to or in support of accounting, investments, auditing, taxes, risk analysis, financial systems, research, and/or budget activities in a class with a level of responsibility equivalent to a Financial Accountant III.

Or II

Two years in California state service performing the duties of a Financial Accountant II.
Or III
Broad and extensive experience, at least seven years, of increasing responsibility in professional accounting, auditing, budgeting, investment operations, financial systems or banking. Experience may be in a public or private financial institution setting, conducting a variety of financial accounting, investment accounting, or handling complex accounting and financial reporting work. For at least two years, this responsibility must have been at a level equivalent to supervising staff in the operation of a complex accounting system. (Qualifying education may be substituted on a year-for-year basis).

FINANCIAL ACCOUNTANT V

Either I
One year of experience in the California state service performing professional, technical, or supervisory duties and applying principles, methods, techniques, and tools related to or in support of accounting, investments, auditing, taxes, risk analysis, financial systems, research, and/or budget activities in a class with a level of responsibility equivalent to a Financial Accountant IV.

Or II
Two years in the California state service performing the duties of a Financial Accountant III.

Or III
Broad and extensive experience, at least eight years, of increasing responsibility in professional accounting, auditing, budgeting, investment operations, financial systems, or banking. Experience may be in a public or private financial institution setting, conducting a variety of financial accounting, investment accounting, or handling complex accounting and financial reporting work. For at least three years, this responsibility must have been at a level equivalent to supervising staff in the operation of a complex accounting system. (Qualifying education may be substituted on a year-for-year basis).

CLASS HISTORY

<table>
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<tr>
<th>Class</th>
<th>Date Established</th>
<th>Date Revised</th>
<th>Title Changed</th>
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<td>10/08/2015</td>
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<td>Financial Accountant V</td>
<td>10/08/2015</td>
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</table>
On October 8, 2015, the Board took the following action on the Evidentiary and Non-Evidentiary Cases as presented by Alvin Gittisriboongul, Chief Counsel, California State Personnel Board. **VOTE: Burton, Clarey, Costigan, Shanahan, Tom – Aye**

### Evidentiary Cases

#### A. Administrative Law Judges’ Proposed Decision after Hearing

1. **CASE NO. 14-2135**  
   **Classification:** Supervising Psychiatric Social Worker I  
   **Department:** California Department of Corrections and Rehabilitation  
   **ACTION:** The Board rejected and remanded the ALJ’s Proposed Decision.

2. **CASE NO. 14-2008**  
   **Classification:** Information Technology Consultant  
   **Department:** Board of Trustees of the California State University  
   **ACTION:** The Board rejected the ALJ’s Proposed Decision and will set for hearing.

3. **CASE NO. 15-0593**  
   **Classification:** Office Services Supervisor I  
   **Department:** California Department of Corrections and Rehabilitation  
   **ACTION:** The Board adopted the ALJ’s Proposed Decision.

4. **CASE NO. 15-0400**  
   **Classification:** Correctional Officer  
   **Department:** California Department of Corrections and Rehabilitation  
   **ACTION:** The Board adopted the ALJ’s Proposed Decision.

5. **CASE NO. 14-1587**  
   **Classification:** Correctional Sergeant  
   **Department:** California Department of Corrections and Rehabilitation  
   **ACTION:** The Board adopted the ALJ’s Proposed Decision.

6. **CASE NO. 15-0170**  
   **Classification:** Associate Governmental Program Analyst  
   **Department:** California Department of Transportation  
   **ACTION:** The Board adopted the ALJ’s Proposed Decision.
7. CASE NO. 14-2189  
Classification: Correctional Lieutenant  
Department: California Department of Corrections and Rehabilitation  
ACTION: The Board adopted the ALJ’s Proposed Decision.

8. CASE NO. 14-1866  
Classification: Painter II  
Department: California Department of Corrections and Rehabilitation  
ACTION: The Board adopted the ALJ’s Proposed Decision.

9. CASE NOS. 14-0789K and 14-1375K  
Classification: Registered Nurse  
Department: California Department of Corrections and Rehabilitation  
ACTION: The Board adopted the ALJ’s Proposed Decision.

10. CASE NOS. 14-0721K and 14-1277WEK  
Classification: Staff Dentist  
Department: California Department of Corrections and Rehabilitation  
ACTION: The Board adopted the ALJ’s Proposed Decision.

11. CASE NO. 15-0426  
Classification: Correctional Officer  
Department: California Department of Corrections and Rehabilitation  
ACTION: The Board rejected and remanded the ALJ’s Proposed Decision.

12. CASE NO. 14-1898K  
Classification: Senior Youth Correctional Counselor  
Department: California Department of Corrections and Rehabilitation  
ACTION: The Board adopted the ALJ’s Proposed Decision.

13. CASE NO. 15-0229  
Classification: Fire Captain  
Department: California Department of Forestry & Fire Protection  
ACTION: The Board adopted the ALJ’s Proposed Decision.

14. CASE NO. 15-0140  
Classification: Correctional Officer  
Department: California Department of Corrections and Rehabilitation  
ACTION: The Board rejected the ALJ’s Proposed Decision and will set for hearing.
15. **CASE NO. 14-2219**
   **Classification:** Youth Correctional Counselor  
   **Department:** California Department of Corrections and Rehabilitation  
   **ACTION:** The Board adopted the ALJ’s Proposed Decision.

16. **CASE NO. 14-2067**
   **Classification:** Licensed Vocational Nurse  
   **Department:** California Department of State Hospitals  
   **ACTION:** The Board adopted the ALJ’s Proposed Decision.

17. **CASE NO. 14-1275KR**
   **Classification:** Correctional Officer  
   **Department:** California Department of Corrections and Rehabilitation  
   **ACTION:** The Board rejected the ALJ’s Proposed Decision and will set for hearing.

B. **Petitions for Rehearing**

1. **CASE NO. 14-1463P**
   **Classification:** Officer  
   **Department:** California Highway Patrol  
   **ACTION:** Denied

2. **CASE NO. 12-1294P**
   **Classification:** Correctional Business Manager I  
   **Department:** California Department of Corrections and Rehabilitation  
   **ACTION:** Denied

C. **Pending Board Review**

1. **CASE NO. 15-0298PA**
   **Classification:** Highway Maintenance Leadworker  
   **Department:** California Department of Transportation

2. **CASE NO. 14-1779A**
   **Classification:** Librarian  
   **Department:** California Department of Corrections and Rehabilitation

3. **CASE NO. 14-0059PA**
   **Classification:** Correctional Officer  
   **Department:** California Department of Corrections and Rehabilitation
4.  CASE NO 14-1139PA
    Classification: Correctional Officer
    Department: California Department of Corrections and Rehabilitation

D.  Oral Arguments

    NONE

E.  Chief Counsel Resolutions

    1.  CASE NO. 12-1640PA, OSC NO. 15-0021
        Classification: Supervising Special Investigator II
        Department: California Department of Developmental Services
        ACTION: The Board issued its Decision.

F.  Pending Board Decisions

    NONE

Non-Evidentiary Cases

G.  Withhold from Certification Appeals

    1.  CASE NO. 15-0863N
        Classification: Special Agent
        Department: California Department of Corrections and Rehabilitation
        ACTION: Denied

    2.  CASE NO. 14-2261N
        Classification: Supervising Registered Nurse II
        Department: California Correctional Health Care Services
        ACTION: Granted

    3.  CASE NO. 15-1107N
        Classification: Special Agent
        Department: California Department of Corrections and Rehabilitation
        ACTION: Denied

    4.  CASE NO. 15-0518N
        Classification: Associate Governmental Program Analyst
        Department: California Department of Health Care Services
        ACTION: Granted
5. CASE NO. 15-0838N  
   Classification: Associate Governmental Program Analyst  
   Department: California Department of Social Services  
   ACTION: Granted  

6. CASE NO. 15-1176N  
   Classification: Special Agent  
   Department: California Department of Corrections and Rehabilitation  
   ACTION: Denied  

7. CASE NO. 15-0651N  
   Classification: Correctional Officer  
   Department: California Department of Corrections and Rehabilitation  
   ACTION: Denied  

8. CASE NO. 15-0892N  
   Classification: Associate Governmental Program Analyst  
   Department: Commission on Teacher Credentialing  
   ACTION: Denied  

9. CASE NO. 15-0765N  
   Classification: Associate Information Systems Analyst  
   Department: California Department of Child Support Services  
   ACTION: Denied  

10. CASE NO. 15-1104N  
    Classification: Correctional Officer  
    Department: California Department of Corrections and Rehabilitation  
    ACTION: Denied  

11. CASE NO. 15-1008N  
    Classification: Correctional Officer  
    Department: California Department of Corrections and Rehabilitation  
    ACTION: Denied  

12. CASE NO. 15-0533N  
    Classification: Chief of Plant Operations I  
    Department: California Department of Veterans Affairs  
    ACTION: Denied
13. CASE NO. 15-0642N  
Classification: Environmental Scientist  
Department: California Department of Food and Agriculture  
ACTION: Denied

14. CASE NO. 15-0530N  
Classification: Associate Governmental Program Analyst  
Department: California Health Benefit Exchange  
ACTION: Denied

15. CASE NO. 15-0587N  
Classification: Correctional Officer  
Department: California Department of Corrections and Rehabilitation  
ACTION: Granted

16. CASE NO. 15-0914N  
Classification: Special Agent  
Department: California Department of Corrections and Rehabilitation  
ACTION: Granted

17. CASE NO. 15-1118N  
Classification: Correctional Officer  
Department: California Department of Corrections and Rehabilitation  
ACTION: Granted

18. CASE NO. 15-0586N  
Classification: Cadet  
Department: California Highway Patrol  
ACTION: Denied

19. CASE NO. 15-0653N  
Classification: Health Program Specialist I  
Department: California Correctional Health Care Services  
ACTION: Denied

20. CASE NO. 15-1007N  
Classification: Correctional Officer  
Department: California Department of Corrections and Rehabilitation  
ACTION: Denied
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<tr>
<th>Case No.</th>
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<td>15-0688N</td>
<td>Correctional Officer</td>
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<td>15-0730N</td>
<td>Correctional Officer</td>
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<td>15-1024N</td>
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<td>15-0108N</td>
<td>Senior Information Systems Analyst</td>
<td>California Department of Public Health</td>
<td>Granted</td>
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<td>15-0436N</td>
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<td>15-0391N</td>
<td>Correctional Officer</td>
<td>California Department of Corrections and Rehabiliation</td>
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<td>15-0536N</td>
<td>Associate Governmental Program Analyst</td>
<td>California Department of Child Support Services</td>
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<td>15-0729N</td>
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</table>
29. CASE NO. 15-0650N  
Classification: Associate Governmental Program Analyst  
Department: California Department of Health Care Services  
ACTION: Denied

30. CASE NO. 15-0886N  
Classification: Correctional Officer  
Department: California Department of Corrections and Rehabilitation  
ACTION: Granted

31. CASE NO. 15-0728N  
Classification: Correctional Officer  
Department: California Department of Corrections and Rehabilitation  
ACTION: Denied

H. Medical and Psychological Screening Appeals
NONE

I. Proposed Recommendations after Board Remand
NONE

J. Request to File Charges Cases
NONE

K. Examination Appeals, Minimum Qualifications, Merit Issue Complaints

1. CASE NO. 15-0631N  
Classification: Associate Governmental Program Analyst  
Department: California Public Utilities Commission  
ACTION: Granted

2. CASE NO. 15-0726N  
Classification: Associate Toxicologist  
Department: Office of Environmental Health Hazard Assessment  
ACTION: Denied

3. CASE NO. 15-0419N  
Classification: Senior Transportation Engineer (Supervisor)  
Department: California Department of Transportation  
ACTION: Denied
L. Section 211 Appeals, Section 212 Out of Class Appeals, Voided Appointment Appeals

1. CASE NO. 15-1170N  
   Classification: Multiple  
   Department: California Department of Human Resources  
   ACTION: Denied
I hereby certify that the State Personnel Board made and adopted the preceding resolution at its meeting held on November 5, 2015.

VOTE: Burton, Shanahan, Clarey, Costigan, Tom – Aye

/s/ SUZANNE M. AMBROSE

Suzanne M. Ambrose
Executive Officer
California State Personnel Board