I. Open Session - Call to Order and Roll Call

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

II. Information and Discussion Items

1. Report of the Executive Officer – Suzanne Ambrose
   - Ms. Ambrose informed the audience that due to technical difficulties the Board meeting would not have Webstreaming.

2. Strategic Plan Update – Suzanne Ambrose
   - Ms. Ambrose provided a brief summary of the 2017 Strategic Plan accomplishments.

3. Report of the Chief Counsel – Alvin Gittisriboongul
   - Mr. Gittisriboongul will distribute the litigation report to the Board members at the next Board meeting.
   - He reported that staff will continue to work closely with Danny Brown, Legislative Director, CalHR, regarding proposed legislation related to sexual harassment.

4. Report on the California Public Employees’ Retirement System – Member Costigan
   - Mr. Costigan reported the CalPERS approved the selection of the strategic asset allocation for the Public Employees’ Retirement Fund. The selection will guide and define the strategic asset allocation for the next four years.

5. New Business
   - None

6. Public Comment on Matters Not on the Agenda
   - None

III. Hearing Items

1. CalHR’s Request to Establish a New Class Series of 9 Service-wide Classifications in order to Consolidate 36 Service-wide and Department-specific Information Technology Classifications

Attachment 3
Persons Participating:
Jamie Inderbitzen, Class Consolidation Project Manager, CalHR
Pam Manwiller, Deputy Director, CalHR
Margarita Maldonado, Vice President Bargaining, SEIU 10000
Vincent Green, SEIU 1000
Danilyn Creech, SEIU 1000
Michael Doudy, CWDB
Michael Bonner, CPUC
Troy Phillips, DWR
Cindy Doyel, OTECH, SEIU 1000
Cindy Powers, EDD, SEIU 1000
Kevin Merger, FTB
Preston Cleary, FTB
Cecelia Wilson, CDE

ACTION: Approved. The Board will hold a public hearing at the June 14, 2018, Board meeting regarding implementation.

2. CalHR’s Request to Abolish Current Employment Eligibility Lists for 36 Information Technology Classifications
Persons Participating:
Candy Zonneveld, Selection Team Manager, CalHR

ACTION: Approved

3. CalHR’s Request to Abolish Current Employment Eligibility Lists for the California Department of Public Health’s Research Scientist Examinations
Persons Participating:
Candy Zonneveld, Selection Team Manager, CalHR

ACTION: Approved

4. CalHR’s Request to Retain Two Vacant Classifications that have been Vacant at least 24 months
Persons Participating:
Jamie Inderbitzen, Class Consolidation Project Manager, CalHR
Krista Whisler, Personnel Program Consultant, CalHR
Michael Valdez, Supervisor Vocational Instruction, CDCR

ACTION: Approved
IV. **Oral Arguments**

1. **Case Nos. 16-0316KA, 16-0563KA, and 16-1022KA** (closed session)
   Persons Participating:
   Beverly Fisher, Attorney III, CDCR
   Arthur Shin, Esq., John Chung Law
   **ACTION:** Taken under Submission.

2. **Case No. 16-2328A** (closed session)
   Persons Participating:
   Chanel Brown, Attorney, CDCR
   Arthur Shin, Esq., John Chung Law
   **ACTION:** Taken under Submission.

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**Closed Session**

**Attachment 1**

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

1. **Approval of the Draft Summary Open Minutes from the December 7, 2017, Board Meeting**
   **ACTION:** Approved
   Draft Minutes

2. **Approval of the Draft Closed Minutes from the December 7, 2017, Board Meeting**
   **ACTION:** Approved
   Attachment 2

3. **Non-Hearing Items**
   See Attachment 2 for Actions
   Attachment 3

4. **Hearing Items**
   See Attachment 3 for Actions
   Attachment 4

5. **Career Executive Assignments**
   See Attachment 4 for Actions
   Attachment 5

6. **Submitted Items**
   See Attachment 5 for Actions
   Attachment 6

7. **Evidentiary Cases and Non-Evidentiary Cases**
   See Attachment 6 for Actions
   Attachment 7

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Page 3 of 15
VI. Adjournment

MINUTES CERTIFICATION
2017 Strategic Plan
Accomplishments
2017 Strategic Plan Accomplishments

Goal A: Merit System Integrity is Preserved

Objectives/Accomplishments

- An impartial and expeditious resolution of appeals from disciplinary actions, merit-related examination and appointment matters, and personal services contract challenges, requests to file charges against state employees, and whistleblower retaliation and disability discrimination complaints

  - The Appeals Division opened 1614 evidentiary files
  - The Appeals Division closed 1672 evidentiary files
  - The Appeals Division received and reviewed 2,281 merit appeals. Of these appeals, 499 were accepted and opened for processing. For the nearly 1,800 unopened merit appeals, the appellant was notified of the defects contained in the appeal and permitted to file an amended appeal
  - The Appeals Division closed 555 merit appeals
  - The Board addressed 327 evidentiary appeals, 277 non-evidentiary appeals, and 23 non-hearing items

- Preservation of the integrity of the merit system through regular compliance reviews

  - Completed 14 compliance reviews
  - Launched the second phase of the Compliance Review function by adding CalHR audits to our program

- Prompt and thorough investigation of suspected merit system violations to remedy noncompliance

  - Completed the Special Investigation of California State Board of Equalization

- Improved education and tools available to stakeholders

  - Provided an overview of the Evidentiary Hearing Process along with regulatory updates to the Legal Division for the Department of State Hospitals and business agents from the International Union of Operating Engineers
Ms. Ambrose served as the Executive Sponsor for Government Leadership for Managers, Cohort 24, Sacramento State’s Leadership for the Government Executive program, The Portfolio for Government Supervisors, Managers, and Executives

Goal B: Enhanced Effectiveness of the Civil Service System Through Staff and Stakeholder Engagement

Objectives/Accomplishments

- Accessible civil service classification system through fewer and broader classes more in alignment with private sector jobs
  - Abolished 285 classes
  - Consolidated the Certified Nursing Assistant and Certified Nursing Assistant, Correctional Facility Classification
  - Consolidated the Skilled Trades Parenthetical Classifications
  - Revised the Residential Care Unit Leader, streamlining the minimum qualifications and removing the department-specific references
  - Established the Chief Operating Officer and Chief Financial Officer classifications for CalSTRS
  - Reviewed and edited consolidation proposals for the following classes:
    - Administrative Law Judge
    - Architect
    - Attorney
    - Chaplain
    - Custodian
    - Information Technology
    - Energy Scientist
    - Rehabilitation Therapist
    - Research Data Specialist
    - Research Scientist
    - Skill Trades
    - Landscape Architect
  - Completed the review and edits of the following Classification Specification Revisions/Additions
    - Actuary
    - Resident Care Lead
    - CalSTRS Chief Operating Officer
    - CalSTRS Chief Financial Officer
Streamlined hiring administered through clear laws and rules and efficient and effective processes

- Provided consultation on proposed statutory changes related to civil service improvement
- Provided consultation on IT apprenticeships
- Initiated process to update and clarify procedural appeals regulations
- Finalized proposed regulation related to the timely submittal of applications for job opportunities
- Finalized proposed regulations to update and simplify the limited examination and appointment process (LEAP)
- Finalized changes to the Board's regulations to streamline the hiring process by adding necessary definitions; setting criterion for procedures related to classifications; modifying casual employment and special consultant classes; amending, adding, and repealing standards related to examinations; adding Limited Three Score Examinations and promotions in place; amending, adding, and repealing standards related to appointments; simplifying the counting of time for temporary appointments; and amending, adding, and repealing standards related to career executive assignments
- Finalized regulations clarifying CEA appeals
- Finalized regulations related to record keeping requirements for personnel service contracts
- Initiated regulations related to transfers and temporary assignments, including training and development assignments
- Initiated regulations related to good faith and correction of appointments
- Initiated regulations related to petitions to take civil service examinations

Goal C: Strong Organization

Objectives/Accomplishments

- An engaged and empowered staff through communication, training, and recognition

  - Provided career development training for all levels of staff including: Sacramento State’s Leadership Program for Government Managers and
Executives, basic supervision, analytical training skills, and customer service, the regulatory process, and Excel

- Operational excellence through optimized processes, products, and services
  - Developed and/or updated appeals, policy, and compliance review desk manuals

- Optimal use of resources through budget monitoring, leveraging IT solutions, and performance and risk management
  - Submitted a Budget Change Proposal to augment SPB Board support staff
The CalPERS Board of Administration and its committees met December 18-20, 2017. The Board considers recommendations from individual committees and hears other matters related to the administration of retirement benefits, health benefits, and investment management.

**Investment Committee**

**Selection of Strategic Asset Allocation for the Public Employees' Retirement Fund (PERF)**
The board approved the selection of the strategic asset allocation for the PERF. This selection culminates the year-long Asset Liability Management (ALM) Process and will guide and define the strategic asset allocation for the PERF for the next four years.

CalPERS’ new investment asset allocation will be implemented July 1, 2018:

- 50% in Global Equity
- 28% Fixed Income
- 13% Real Assets
- 8% Private Equity
- 1% Liquidity

**Board of Administration**

**Review of Actuarial Assumptions and Discount Rate Selection**
The board approved the Finance & Administration Committee recommendation to adopt the CalPERS Experience Study and Review of Actuarial Assumptions, and maintain its current discount rate reduction. These assumptions are assumed to have minimal impact on employer contribution rates.

**Service Credit Purchase, Tier Conversion, and Redeposit**
The board approved the Finance & Administration Committee recommendation to adopt authorizing CalPERS’ sponsorship of legislation involving members who elect to purchase or convert service credit on or after January 1, 2019. The proposed legislation will require members to pay any remaining balances upon retirement date, or to elect an actuarial equivalent reduction in lieu of making installment payments into retirement. This proposal would be implemented on a prospective basis and will not impact members who purchased service credit prior to January 1, 2019. In addition, this proposal would not limit the ability of retired members to elect to purchase service credit for active duty military service performed prior to CalPERS membership and to make installment payments by retirement allowance deductions for that service.

**Final Proposed Amended Regulation for Normal Retirement Age**
The board approved the Pension & Health Benefits Committee recommendation to adopt the final proposed amendments to the California Code of Regulations section 586.1 defining Normal Retirement Age. The amendments would establish the maximum Normal Retirement Age under the CalPERS defined benefit plan as age 62 and add Normal Retirement Age definitions for benefit formulas enacted after 2004. The proposed amendments do not change a member’s benefit formulas and the maximum Normal Retirement Age of 62 is not a mandatory retirement age. With the board's approval, this amendment will go to the Office of Administrative Law as a final rulemaking package for adoption.
October 17, 2017

Suzanne M. Ambrose
Executive Officer
State Personnel Board
801 Capitol Mall
Sacramento, CA 95814

Re: Request for Public Hearing on Establishment of Information Technology Classification Series

Dear Ms. Ambrose:

This letter is to express Service Employees International Union, Local 1000’s (“Local 1000”) opposition to California Department of Human Resources’ (“CalHR”) proposal to establish a new class series of nine service-wide classifications to consolidate 38 service-wide and department-specific Information Technology (“IT”) classifications. Local 1000 is requesting that, if the State Personnel Board (“Board”) decides to hear the IT series reclassification (“IT Reclass”) it should be placed on the Public Hearing calendar.

Article VII, section 3 of the California Constitution gives the Board the jurisdiction “to enforce the civil service statutes and... prescribe... classifications.” Pursuant to California Government Code, section 18800, “The board shall create and adjust classes of positions in the State Civil Service.” Section 18802 gives the Board further jurisdiction to,

From time to time as it deems necessary [...] establish additional classes and divide, combine, alter, or abolish existing classes. In establishing, altering, or abolishing classes, [...] the board shall determine in each instance whether positions affected are to be reallocated to another class or
classes after taking into account the duties and responsibilities, qualifications, performance standards, and other related criteria before and after the change, and shall determine the status of the probationary and permanent employees affected.

"The State Personnel Board has exclusive jurisdiction to classify positions in the state civil service," (Lowe v. California Res. Agency (1991) 1 Cal. App.4th 1140, 1146 (citing Stockton v. Department of Employment (1944) 25 Cal.2d 264, 272)). Based on the jurisdiction granted to the Board by the Constitution and the Civil Service Act, Local 1000 requests that the Board order the IT Reclass issue be heard on the merits (i.e., through a public hearing), due to the following:

1) The request to establish a new nine classification IT series essentially creates a two tiered system by excluding 82 rank and file employees performing like work.

2) CalHR’s proposed dilution of the minimum qualifications will not meet its desired end of recruitment, but rather will negatively impact the State’s IT profession by increasing the pool of potential applicants who do not possess the necessary knowledge, skills and abilities required for State employees to perform high quality work in these positions.

3) The IT Reclass consolidates supervisory and management with no clear delineation of reporting structure.

4) CalHR’s insufficient change management plan leaves serious questions as to the impacts and integration of the proposed classification series.

The Board should set the IT Reclass for public hearing because it creates a two-tiered system by excluding 82 rank and file employees performing like work.

In the proposed establishment of a new nine classification IT Series, CalHR requests the placement of footnote 24 on two rank and file classifications, Information Systems Technician ("IST") and Computer Operator. CalHR highlighted the unique and unprecedented act of creating the new classification series by way of consolidating 38 current classifications – essentially establishing precedent – but refused to adjust their proposal to integrate the IST and Computer Operator classifications – thereby stranding and isolating the remaining 82 employees.

By excluding 82 employees from the proposed IT series, CalHR is effectively creating a two-tiered system of those performing like work in the series, and out of the series. In practice,
doing this threatens the integrity of the proposed new series as employees will sit side-by-side
doing similar work in different classifications, based solely on CalHR’s inability to adjust the
salary structure to accommodate the current IST and Computer Operator classifications.

Local 1000 raised these concerns on numerous occasions throughout the bargaining process.
However, CalHR remains resistant to both acknowledging that reliance on footnote 24 is an
inadequate solution to its “separate but equal” approach, and fixing the problem for the 82
employees whose right to be included in the IT Reclass will be forsaken. Of course, this
approach makes little sense in the statutory scheme, especially considering the mandates of
sections 19818.6 and 19826. CalHR is unequivocally obligated by section 19818.6 to ensure:

...the allocation of a position to a class shall derive from and be
determined by the ascertainment of the duties and responsibilities
of the position and shall be based on the principle that all
positions shall be included in the same class if:

(a) The positions are sufficiently similar in respect
to duties and responsibilities that the same
descriptive title may be used.
(b) Substantially the same requirements as to
education, experience, knowledge, and ability are
demanded of incumbents.

It would appear CalHR is shirking this mandate with the facile reliance on footnote 24 rather
than seriously engaging in a meaningful and substantive solution that would include these 82
employees in the IT Reclass. Local 1000 is confident that the Board will not fall prey to the
bureaucratic sleight of hand that disowns these employees from the benefits that advantage the
thousands of other employees included in the IT Reclass.

The Board should set the IT Reclass for public hearing because reducing the minimum
qualifications will have a negative impact on the State’s IT profession.

CalHR’s proposal dilutes the current minimum qualifications for IT professionals. Rather than
address the true issues impacting recruitment, CalHR is proposing to reduce the minimum
qualifications by lowering the number of semester or quarter units of IT related coursework,
throughout the new IT classification series.

By diluting the minimum qualifications, the State will be able to hire employees with less IT
experience and training. In conjunction, the State has expressed their lack of intent to provide
education and training opportunities for IT professionals. Lowering the minimum
qualifications coupled with the intent to deprive employees of critical on-the-job educational
training, will negatively impact the State’s IT workforce by setting them up for failure and lowering employee morale.

The Board should set the IT Reclass for public hearing because of unclear delineation of reporting structure.

The IT Reclass plan provides no insight into how the reporting structure will support the rank and file classifications. Without a clear reporting structure, there are questions as to how assignments are received and who performs annual reviews.

CalHR does not advise or provide best practices for the assimilation of supervisors and managers into their potential new roles. Though the hierarchy is clear, taking positions with a narrow scope and making them broader will create challenges. As it stands, the integration of the new reporting structure will be left up to departments, without direction or benchmarks. Without guidance, there will be uncertainty as to how supervisors and managers will operate across domains and interact with rank and file classifications, which will also have a broader scope.

The issues outlined will have great impact on the rank and file employees who are expected to operate within an uncertain structure.

The Board should set the IT Reclass for public hearing because of CalHR’s insufficient change management plan.

CalHR’s current change management plan is insufficient for a project of this magnitude and leaves critical aspects to interpretation. Areas that remain unclear include how supervisors will evaluate employees in the new classification structure and the use of domains.

The consolidation plan integrates employees from two different levels which, without clear change management, will generate issues for employee evaluations and the creation of accurate duty statements. Potential issues include, but are not limited to, a supervisor evaluating an employee coming into the series from the former “staff” level at the former “senior” level. This same instance can be applied to how duty statements are drafted upon the implementation of the proposed series.

A broad structure delineated by domains would appear beneficial in theory, but in practice there remains uncertainty as to how the domains will be used in the application of the classification series. Though CalHR clearly outlines which domains the various classifications can and cannot work in, there is no clarity as to how the domains will be used in the application of the series. This challenges the integrity of the consolidation as employees may apply for or be assigned work in a domain they are not proficient in or do not have a desire to work.
training, will negatively impact the State's IT workforce by setting them up for failure and lowering employee morale.

**The Board should set the IT Reclass for public hearing because of unclear delineation of reporting structure.**

The IT Reclass plan provides no insight into how the reporting structure will support the rank and file classifications. Without a clear reporting structure, there are questions as to how assignments are received and who performs annual reviews.

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The issues outlined will have great impact on the rank and file employees who are expected to operate within an uncertain structure.

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Modifications to the current IT classification structure range from 1968 to 2010 which underscores the need for the IT Reclass to stand the test of time, potentially 50 years. The integrity of the proposed classification series is challenged due to a lack of clarity as to how vitally important areas of the IT Reclass will play out due to the deficient change management plans.

Although Local 1000 and CalHR have made progress in negotiations, Local 1000 continues to object to the IT Reclass proposal based on the issues identified in this letter and consequently, states its opposition to the proposal as a whole.

With the information provided, Local 1000 respectfully requests the Board move the proposed establishment of a new IT classification series to the Public Hearing calendar.

Thank you for your attention to this letter.

Sincerely,

Margarita Maldonado
Vice President for Bargaining
SEIU Local 1000

MM: mw

cc: Brenda Modkins, Chair, Bargaining Unit 1, SEIU Local 1000
Brooke Pieman, Director, Contract Department, SEIU Local 1000
York Chang, Chief Counsel, SEIU Local 1000
Samantha Anaya, Senior Union Representative, SEIU Local 1000
Anne Giese, Senior Staff Attorney, SEIU Local 1000
Sending is complete.

Job No. 0709
Address 96534256
Name
Start Time 10/17 03:44 PM
Call Length 02'46
Sheets 7
Result OK

DATE: October 17, 2017
TO: Suzanne M. Ambrose, Executive Officer
State Personnel Board
FAX: (916) 653-4256
PHONE:
FROM: Margarita Maldonado, Vice President for Bargaining
FAX: (916) 554-1292
PHONE: (916) 554-1279
NUMBER OF PAGES: 7 (including cover page)
Re: Request for Public Hearing on Establishment of Information Technology Classification Series
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]
[Government 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 January 11, 2018, the Board took the following action on the Non-Hearing Agenda as presented by Suzanne M. Ambrose, Executive Officer, California State Personnel Board. **VOTE: No Action Taken**

**Non-Hearing Agenda**

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

NONE

B. **California Code of Regulations, title 2 section 90 – Abolishment of Vacant Civil Service Classifications**

NONE
On January 11, 2018, the Board took the following action on the Hearing Agenda as presented by Suzanne M. Ambrose, Executive Officer, California State Personnel Board. **VOTE: Burton, Shanahan, Costigan, Tom – Aye**

**Hearing Agenda**

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

1. **Request to Establish a New Class Series of 9 Service-wide Classifications in order to Consolidate 36 Service-wide and Department-specific Information Technology Classifications**

The California Department of Human Resources (CalHR) proposes to consolidate 36 separate information technology classifications by: 1) Establishing a new class series with 9 service-wide information technology classifications; 2) Reallocating incumbents from the 36 existing classifications to the appropriate new information technology classifications; 3) Abolishing the 36 classifications; and 4) Placing Footnote 24 on 7 classifications that do not fit the new classification concepts so they may be abolished when they become vacant. **ACTION: Approved. The Board will hold a public hearing at the June 14, 2018, Board meeting regarding implementation.**

**B. Requests to Abolish Eligibility Lists that have Existed for less than 12 Months**

CalHR proposes to abolish the following eligibility lists, which have been in existence less than 12 months.

1. **Request to Abolish Current Employment Eligibility Lists for 36 Information Technology Classifications**

CalHR requests the abolishment of existing eligibility certification lists for Information Technology classifications as used by several participating departments. **ACTION: Approved**

2. **Request to Abolish Current Employment Eligibility Lists for the California Department of Public Health’s Research Scientist Examinations**

CalHR requests that the Research Scientist eligible lists be abolished. The eligible lists are merged lists based on providing the examinations on a continuous basis. **ACTION: Approved**
C. **California Code of Regulations, title 2 section 90 – Retention of Vacant Civil Service Classifications**

1. **Retain Two Vacant Classifications**
   CalHR recommends retaining two classifications, both of which received written comments from departments and/or unions. **ACTION: Approved**
BOARD DATE: January 11, 2018

TO: Five-Member State Personnel Board

FROM: Jamie Inderbitzen, Classification Consolidation Project Manager
Melissa Russell, Personnel Program Manager
Angela Kwong, Personnel Program Consultant
Timothy Eldred, Retired Annuitant
Personnel Management Division

SUBJECT: Establish a new class series of 9 service-wide classifications in order to consolidate 36 service-wide and department-specific information technology classifications; reallocate of employees from existing classifications into one of the new classes; abolish 36 classes; and place Footnote 24 on 7 classifications.

SUMMARY
CalHR proposes to consolidate 36 separate information technology classifications by:
(1) Establishing a new class series with 9 service-wide information technology classifications;
(2) Reallocating incumbents from the 36 existing classifications to the appropriate new information technology classifications;
(3) Abolishing the 36 classifications; and
(4) Placing Footnote 24 on 7 classifications that do not fit the new classification concepts so they may be abolished when they become vacant.

Seventeen other classifications were considered for inclusion in this project, but were determined to be outside the project’s scope: 1 was placed in the Career Executive Assignment category; seven are specifically assigned by Government Code section 10205.1 for use solely in the Legislative Data Center; four classes were abolished via California Code of Regulations, title 2, section 90 by the Five-Member Board (two Computer Operations Specialist classes at the July 6, 2017, State Personnel Board meeting and two Instructional Systems Engineer classes at the December 7, 2017, State Personnel Board meeting); and five are telecommunications classes operating and maintaining radio/microwave and landwire telecommunications systems which are not within the scope of the proposed classes.

CONSULTED
More than 100 individuals were consulted with on this project, and a survey was completed with over 2000 responses. Departments and State Agencies that were consulted include:

Business, Consumer Services, and Housing Agency
California Department of Corrections and Rehabilitation
California Department of Technology
California Department of Transportation
California Environmental Protection Agency
California Natural Resources Agency
California Public Employees Retirement System
Department of Aging
Department of Food and Agriculture
Department of Health Care Services
Department of Justice
Department of Toxic Substances Control
Department of Water Resources
Employment Development Department
Franchise Tax Board
Governor's Office of Emergency Services
Labor and Workforce Development Agency
State Teachers' Retirement System

NOTIFICATION
The Service Employees International Union (SEIU), Local 1000; Association of California State Supervisors; California Association of Managers and Supervisors; and Coalition of Communications Supervisors were notified of this proposal.

SEIU stated they will present any outstanding concerns directly to the Five-Member Board. The Association of California State Supervisors (ACSS) sent a letter outlining their concerns, which was submitted to the Board with the IT Board item package. California Association of Managers and Supervisors; and Coalition of Communications Supervisors did not respond with any concerns.

BACKGROUND
Information technology changes at a rapid pace. The state's information technology offices are working with a collection of classifications established at various times between 1968 and 2010 and have had to adapt new technology work to dated classification language. The major issues include: outdated classification specifications; overlapping classification series; inefficient organizational structures; and inconsistent minimum qualifications.

The state currently has multiple classification series with various levels of information technology classifications, some of which have not been updated in more than 20 years. The classifications do not reflect current or emerging technologies used within the state, resulting in inconsistent and difficult position allocations and recruiting problems. A number of significant information technology areas are not included in the current classifications, such as information technology security, and project management. The proposed service-wide information technology classifications are crafted to allow for use in all current information technology areas, as well as areas or technologies that may arise in the future.

State information technology organizations are facing critical staffing and knowledge issues that can impede the state's ability to meet the missions of its various line departments. Departments often must turn to private sector companies to supply information technology knowledge, skills, and labor at a significant cost to the state.

In 2015, CalHR convened a large group of information technology subject matter experts (Core Team). This group met to evaluate the state's information technology classification issues, review available options, identify best solutions, and identify potential minimum qualifications and alternative range criteria for a state information technology class series. The Core Team
defined six major domains of information technology work: Business Technology Management, Client Services, Software Engineering, Information Security Engineering, Information Technology Project Management, and System Engineering. These domains are recognized and incorporated into the series specification.

A statewide implementation presentation is being developed that will be delivered to all impacted departments after adoption of the Information Technology Series to ensure a consistent conversion of individuals, classifications, and organizations. This presentation will also provide departmental tools to ease the transition, such as report templates, allocation guidelines and new exam features. CalHR staff will be available to provide individual consultation and answer department-specific questions.

In order to facilitate a smooth conversion, CalHR proposes the changes to the current classifications and the reallocation of incumbents take effect the first day of the February 2018 pay period, January 31, 2018.

CLASSIFICATION CONSIDERATIONS
The use of current classifications to accomplish the classification change is not recommended due to the inconsistent classification structure and the ingrained perception and understanding of specific class titles and responsibilities. Creation of a new broad-based classification series will enhance recruitment, provide recruitment and retention flexibility, and allow for rapid adaptation to new trends and requirements as the field of information technology continues to evolve.

Several classifications in the series allow for the use of college-level coursework to meet Minimum Qualifications or Alternate Range Criteria. When education is used, a minimum number of credits must be in information technology or a closely related course of study such as the study of computing, software engineering, computer engineering, Management Information Systems, Geographic Information Systems, and computing technology.

Seven information technology classes are not recommended for movement to the new class series and are proposed to have Footnote 24 added to them. The information technology classifications were designed for outmoded technology that is no longer consistent with current information technology equipment and practices. An analysis of their responsibilities and salary levels determined that they are not appropriate classifications for movement to the new class series by reallocation.

For individuals in the Computer Operator and Information Systems Technician classifications, incumbents in Range C are proposed for reallocation to Information Technology Technician, Range A; 75 incumbents would be reallocated by this proposal. Incumbents in Ranges A and B will remain in their respective classifications until they move to Range C, when they will be reallocated to Information Technology Technician, Range A. The Information Systems Technician classification has 19 incumbents in Ranges A and B; the Computer Operator classification has 2 incumbents in Range B and none in Range A.
It is recommended that incumbents in the other five classifications remain in their current classification until they are able to examine for placement into the new classifications or otherwise move out of their current classifications. CalHR will work with departments to determine an individualized plan for the remaining 12 impacted incumbents.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Incumbents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Operations Supervisor II</td>
<td>1</td>
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<tr>
<td>Computer Operations Supervisor I</td>
<td>4</td>
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<tr>
<td>Computer Operator, Ranges A and B</td>
<td>2</td>
</tr>
<tr>
<td>Information Systems Technician Supervisor II</td>
<td>2</td>
</tr>
<tr>
<td>Information Systems Technician Supervisor I</td>
<td>1</td>
</tr>
<tr>
<td>Information Systems Technician, Ranges A and B</td>
<td>19</td>
</tr>
<tr>
<td>Associate Information Systems Analyst (Supervisor)</td>
<td>4</td>
</tr>
</tbody>
</table>

The seven classifications will be abolished when vacant.

NEW CLASSIFICATION DESCRIPTIONS

The new class series will consist of the following classifications and levels:

Information Technology Technician, under initial close supervision, typically performs routine support tasks within a limited scope typically involving one unit, function, or domain.

Information Technology Associate, under supervision, typically performs a variety of recurring, well-defined tasks requiring occasional innovative problem-solving within guidelines and a scope that may encompass one or more units, functions or domains.

Information Technology Specialist I, under direction, performs a wide variety of tasks requiring regular innovative problem-solving within broadly stated and non-specific guidelines.

Information Technology Specialist II is the technical advisor level. Under general direction, incumbents demonstrate a depth of leadership and expertise. Incumbents perform a wide variety of tasks requiring innovative problem-solving where guidance is not readily available. Incumbents optimize and apply architecture solutions for the benefit of the overall organization and play a major role in advising management or formulating information technology strategy and policy within the organization.

Information Technology Specialist III is the expert advisor level. Under administrative direction, incumbents provide management with strategic technical leadership and expertise to maximize the use of technology within the organization. They also advise on governance and the implementation of and compliance with statewide policies.

Information Technology Supervisor I is the working supervisory level. Under direction, incumbents plan, assign, and review work and may personally perform difficult or sensitive work.

Information Technology Supervisor II is the full supervisory level. Under general direction,

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1 Incumbent data is as of October 10, 2017.
incumbents plan, organize, and direct the work of one or more information technology programs or units and may, on occasion, perform the most difficult or sensitive work.

Information Technology Manager I is the managerial level. Under general direction, incumbents have significant responsibilities for planning, organizing and directing the work of one or more information technology programs or units, typically through subordinate supervisors, and for formulating or administering organizational information technology policies and programs.

Information Technology Manager II is the managerial level. Under administrative direction, incumbents are responsible for determining or playing a key role in setting organizational information technology policy, formulating long-range information technology programs and objectives, and reviewing implementation and conformance of information technology programs with organizational and statewide policies and objectives.

Each classification's title – Technician, Associate, Specialist, Supervisor, and Manager – reflects terminology used for current levels within state service; the titles allow for the classes to be used in all areas of information technology.

The Information Technology Associate classification is designed as the primary recruitment/entry level for the series. The Information Technology Technician classification typically is used for state employees to gain information technology experience; that experience will be qualifying toward meeting the Minimum Qualifications of the Associate classification.

**RECOMMENDATIONS**

That the classes below be established; the proposed Information Technology Series specification as shown in this calendar be adopted; and the probationary periods be as specified below:

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Classification Title</th>
<th>Probationary Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1400</td>
<td>Information Technology Technician</td>
<td>12 months</td>
</tr>
<tr>
<td>1401</td>
<td>Information Technology Associate</td>
<td>12 months</td>
</tr>
<tr>
<td>1402</td>
<td>Information Technology Specialist I</td>
<td>12 months</td>
</tr>
<tr>
<td>1414</td>
<td>Information Technology Specialist II</td>
<td>12 months</td>
</tr>
<tr>
<td>1415</td>
<td>Information Technology Specialist III</td>
<td>12 months</td>
</tr>
<tr>
<td>1403</td>
<td>Information Technology Supervisor I</td>
<td>12 months</td>
</tr>
<tr>
<td>1404</td>
<td>Information Technology Supervisor II</td>
<td>12 months</td>
</tr>
<tr>
<td>1405</td>
<td>Information Technology Manager I</td>
<td>12 months</td>
</tr>
<tr>
<td>1406</td>
<td>Information Technology Manager II</td>
<td>12 months</td>
</tr>
</tbody>
</table>

That the proposed alternate range criteria as shown below be adopted for the specified classes:

**Alternate Range Criteria 482**

**Information Technology Technician**

When using education to meet the Alternate Range Criteria, education must include at least six semester units (or nine quarter units) of information technology or closely related coursework. Closely related coursework refers to a course of study involving the study of computing, such as software engineering, computer engineering, Management Information Systems, Geographic Information Systems, and computing technology.
Alternate Ranges

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

Range B. This range shall apply to persons who meet the Minimum Qualifications for the classification and who have:
- Completed one year of satisfactory additional experience performing duties equivalent to or higher than an Information Technology Technician, or
- Completed an additional 30 semester or 45 quarter units from an accredited college or university.

Range C. This range shall apply to persons who meet the Minimum Qualifications for the classification and who have:
- Completed two years of satisfactory additional experience performing duties equivalent to or higher than an Information Technology Technician, or
- Completed an additional 60 semester or 90 quarter units from an accredited college or university.

When the requirements for the criteria are met and upon recommendation of the appointing power, the employee moving from Range A to Range B shall receive a rate under the provisions of California Code of Regulations, title 2, section 599.674. The employee moving from Range B to Range C shall receive a rate under the provisions of California Code of Regulations, title 2, section 599.676.

Alternate Range Criteria 483
Information Technology Associate

When using education to meet the Alternate Range Criteria, education must include at least 15 semester units (or 22.5 quarter units) of information technology or closely related coursework. Closely related coursework refers to a course of study involving the study of computing, such as software engineering, computer engineering, Management Information Systems, Geographic Information Systems, and computing technology.

Alternate Ranges

Range A. This range shall apply to persons who do not meet the criteria for Range B, Range C, or Range D.

Range B. This range shall apply to persons who meet the Minimum Qualifications for the classification and who have:
- Completed one year of satisfactory additional experience performing duties equivalent to or higher than an Information Technology Associate, or
- Completed an additional 30 semester or 45 quarter units from an accredited college or university.

Range C. This range shall apply to persons who meet the Minimum Qualifications for the classification and who have:
- Completed three years of satisfactory additional experience performing duties equivalent to or higher than an Information Technology Associate, or
• Received a bachelor's degree from an accredited college or university.

Range D. This range shall apply to persons who meet the Minimum Qualifications for the classification and who have completed five years of satisfactory additional experience performing duties equivalent to or higher than an Information Technology Associate.

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

Alternate Range Criteria 484
Information Technology Specialist I

Alternate Ranges

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

Range B. This range shall apply to persons who meet the Minimum Qualifications for the classification and who have also completed two years of satisfactory additional experience performing duties equivalent to or higher than an Information Technology Specialist I.

Range C. This range shall apply to persons who meet the Minimum Qualifications for the classification and who have also completed four years of satisfactory additional experience performing duties equivalent to or higher than an Information Technology Specialist I.

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

That the following resolution be adopted:

WHEREAS the State Personnel Board on January 11, 2018, revised or established the classes and, if applicable, alternative range criteria indicated in Column II below; and the duties and responsibilities of this class were substantially included in the previously existing classes indicated in Column I below; and

WHEREAS the knowledge, abilities, and Minimum Qualifications required for the classes indicated in Column II were substantially tested for in the examinations held for the classes listed in Column I; and
WHEREAS tests of fitness have been met by individuals in classes indicated in Column I who are being reallocated to classes in Column II by a status resolution under the auspices of the Civil Service Improvement initiative; therefore, be it

RESOLVED, that each person with civil service status in the classes in Column I on January 31, 2018, be reallocated to, and hereby granted the same civil service status without further examination in the class in Column II; and be it further

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

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

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

<table>
<thead>
<tr>
<th>Column I (Existing Class)</th>
<th>Column II (New Class)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1312 Staff Information Systems Analyst (Specialist), Range A</td>
<td>1402 Information Technology Specialist I, Range B</td>
</tr>
<tr>
<td>1316 Staff Information Systems Analyst (Supervisor)</td>
<td>1403 Information Technology Supervisor I</td>
</tr>
<tr>
<td>1337 Senior Information Systems Analyst (Specialist), Range A</td>
<td>1402 Information Technology Specialist I, Range C</td>
</tr>
<tr>
<td>1340 Senior Information Systems Analyst (Supervisor)</td>
<td>1404 Information Technology Supervisor II</td>
</tr>
<tr>
<td>1353 Computer Operator, Range C</td>
<td>1400 Information Technology Technician, Range A</td>
</tr>
<tr>
<td>1360 Information Systems Technician, Range C</td>
<td>1400 Information Technology Technician, Range A</td>
</tr>
<tr>
<td>1361 Staff Electronic Data Processing Acquisition Specialist</td>
<td>1402 Information Technology Specialist I, Range B</td>
</tr>
<tr>
<td>1367 Systems Software Specialist III (Technical), Range A</td>
<td>1414 Information Technology Specialist II, Range A</td>
</tr>
<tr>
<td>1368 Senior Electronic Data Processing Acquisition Specialist (Technical)</td>
<td>1402 Information Technology Specialist, Range C</td>
</tr>
<tr>
<td>Column I</td>
<td>Column II</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------------------------------------------------------------</td>
</tr>
<tr>
<td>(Existing Class)</td>
<td>(New Class)</td>
</tr>
<tr>
<td>1373 Systems Software Specialist II (Technical), Range A</td>
<td>1402 Information Technology Specialist I, Range C</td>
</tr>
<tr>
<td>1381 Data Processing Manager I</td>
<td>1403 Information Technology Supervisor I</td>
</tr>
<tr>
<td>1382 Programmer I, Range A</td>
<td>1400 Information Technology Technician, Range B</td>
</tr>
<tr>
<td>1382 Programmer I, Range B</td>
<td>1400 Information Technology Technician, Range C</td>
</tr>
<tr>
<td>1383 Programmer II, Range A</td>
<td>1401 Information Technology Associate, Range C</td>
</tr>
<tr>
<td>1384 Data Processing Manager II</td>
<td>1404 Information Technology Supervisor II</td>
</tr>
<tr>
<td>1387 Data Processing Manager IV</td>
<td>1406 Information Technology Manager II</td>
</tr>
<tr>
<td>1388 Manager, Electronic Data Processing Acquisition</td>
<td>1405 Information Technology Manager I</td>
</tr>
<tr>
<td>1389 Senior Electronic Data Processing Acquisition Specialist (Supervisory)</td>
<td>1404 Information Technology Supervisor II</td>
</tr>
<tr>
<td>1393 Data Processing Manager III</td>
<td>1405 Information Technology Manager I</td>
</tr>
<tr>
<td>1470 Associate Information Systems Analyst (Specialist), Range A</td>
<td>1401 Information Technology Associate, Range D</td>
</tr>
<tr>
<td>1479 Assistant Information Systems Analyst, Range A</td>
<td>1400 Information Technology Technician, Range A</td>
</tr>
<tr>
<td>1479 Assistant Information Systems Analyst, Range B</td>
<td>1400 Information Technology Technician, Range B</td>
</tr>
<tr>
<td>1479 Assistant Information Systems Analyst, Range C</td>
<td>1401 Information Technology Associate, Range B</td>
</tr>
<tr>
<td>1557 Information Systems Technician Specialist II</td>
<td>1401 Information Technology Associate, Range C</td>
</tr>
<tr>
<td>1558 Systems Software Specialist II (Supervisory)</td>
<td>1404 Information Technology Supervisor II</td>
</tr>
<tr>
<td>1559 Systems Software Specialist III (Supervisory)</td>
<td>1405 Information Technology Manager I</td>
</tr>
<tr>
<td>1562 Information Systems Technician Specialist I, Range A</td>
<td>1400 Information Technology Technician, Range C</td>
</tr>
<tr>
<td>1579 Associate Programmer Analyst (Specialist), Range A</td>
<td>1401 Information Technology Associate, Range D</td>
</tr>
<tr>
<td>Column I (Existing Class)</td>
<td>Column II (New Class)</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>1581 Staff Programmer Analyst (Specialist), Range A</td>
<td>1402 Information Technology Specialist I, Range B</td>
</tr>
<tr>
<td>1582 Staff Programmer Analyst (Supervisor)</td>
<td>1403 Information Technology Supervisor I</td>
</tr>
<tr>
<td>1583 Senior Programmer Analyst (Specialist), Range A</td>
<td>1402 Information Technology Specialist I, Range C</td>
</tr>
<tr>
<td>1584 Senior Programmer Analyst (Supervisor)</td>
<td>1404 Information Technology Supervisor II</td>
</tr>
<tr>
<td>1585 Associate Systems Software Specialist (Technical)</td>
<td>1401 Information Technology Associate, Range D</td>
</tr>
<tr>
<td>1587 Systems Software Specialist I (Technical), Range A</td>
<td>1402 Information Technology Specialist I, Range B</td>
</tr>
<tr>
<td>2947 Instructional Designer (Technology), Commission on Peace Officer Standards and Training</td>
<td>1401 Information Technology Associate, Range D</td>
</tr>
<tr>
<td>2948 Senior Instructional Designer (Technology), Commission on Peace Officer Standards and Training</td>
<td>1402 Information Technology Specialist I, Range B</td>
</tr>
<tr>
<td>7580 Project Manager (Information Technology)</td>
<td>1405 Information Technology Manager I</td>
</tr>
<tr>
<td>7737 Associate Program Systems Analyst</td>
<td>1401 Information Technology Associate, Range D</td>
</tr>
<tr>
<td>7738 Staff Program Systems Analyst</td>
<td>1402 Information Technology Specialist I, Range B</td>
</tr>
<tr>
<td>7740 Senior Program Systems Analyst (Specialist)</td>
<td>1402 Information Technology Specialist I, Range C</td>
</tr>
<tr>
<td>7741 Senior Program Systems Analyst (Supervisor)</td>
<td>1404 Information Technology Supervisor II</td>
</tr>
</tbody>
</table>

That the following resolution be adopted:

WHEREAS incumbents currently in Computer Operator, Range C and Information Systems Technician, Range C are being reallocated to Information Technology Technician, Range A; and

WHEREAS there are incumbents in Computer Operator Ranges A and B and Information Systems Technician Ranges A and B; and

WHEREAS it is equitable to apply the above classification movement to all individuals in those classifications; therefore be it
RESOLVED, that when individuals currently in Computer Operator Ranges A and B and Information Systems Technician Ranges A and B are moved into Range C, they will be immediately reallocated into Information Technology Technician, Range A.

That all new appointments to the classes below that require a probationary period and that are effective on or after January 31, 2018, shall require completion of the indicated probationary period before an employee attains permanent status in the class:

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Classification Title</th>
<th>Probationary Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1400</td>
<td>Information Technology Technician</td>
<td>12 months</td>
</tr>
<tr>
<td>1401</td>
<td>Information Technology Associate</td>
<td>12 months</td>
</tr>
<tr>
<td>1402</td>
<td>Information Technology Specialist I</td>
<td>12 months</td>
</tr>
<tr>
<td>1414</td>
<td>Information Technology Specialist II</td>
<td>12 months</td>
</tr>
<tr>
<td>1415</td>
<td>Information Technology Specialist III</td>
<td>12 months</td>
</tr>
<tr>
<td>1403</td>
<td>Information Technology Supervisor I</td>
<td>12 months</td>
</tr>
<tr>
<td>1404</td>
<td>Information Technology Supervisor II</td>
<td>12 months</td>
</tr>
<tr>
<td>1405</td>
<td>Information Technology Manager I</td>
<td>12 months</td>
</tr>
<tr>
<td>1406</td>
<td>Information Technology Manager II</td>
<td>12 months</td>
</tr>
</tbody>
</table>

That all individuals appointed to the classes in Column I before January 31, 2018, who are serving a required probationary period and who are reallocated to a classification in Column III as a result of this Board action shall attain permanent status in the new classification upon completion of the designated probationary period as shown in Column II from their original appointment date to the class in Column I.

<table>
<thead>
<tr>
<th>Column I (Existing Class)</th>
<th>Column II (Probation Period)</th>
<th>Column III (New Class)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1312 Staff Information Systems Analyst (Specialist)</td>
<td>6 months</td>
<td>1402 Information Technology Specialist I</td>
</tr>
<tr>
<td>1316 Staff Information Systems Analyst (Supervisor)</td>
<td>12 months</td>
<td>1403 Information Technology Supervisor I</td>
</tr>
<tr>
<td>1337 Senior Information Systems Analyst (Specialist)</td>
<td>6 months</td>
<td>1402 Information Technology Specialist I</td>
</tr>
<tr>
<td>1340 Senior Information Systems Analyst (Supervisor)</td>
<td>12 months</td>
<td>1404 Information Technology Supervisor II</td>
</tr>
<tr>
<td>1353 Computer Operator</td>
<td>12 months</td>
<td>1400 Information Technology Technician</td>
</tr>
<tr>
<td>1360 Information Systems Technician</td>
<td>12 months</td>
<td>1400 Information Technology Technician</td>
</tr>
<tr>
<td>1361 Staff Electronic Data Processing Acquisition Specialist</td>
<td>12 months</td>
<td>1402 Information Technology Specialist I</td>
</tr>
<tr>
<td>1367 Systems Software Specialist III (Technical)</td>
<td>12 months</td>
<td>1414 Information Technology Specialist II</td>
</tr>
<tr>
<td>1368 Senior Electronic Data Processing Acquisition Specialist (Technical)</td>
<td>12 months</td>
<td>1402 Information Technology Specialist I</td>
</tr>
<tr>
<td>1373 Systems Software Specialist II (Technical)</td>
<td>12 months</td>
<td>1402 Information Technology Specialist I</td>
</tr>
</tbody>
</table>
### Column I (Existing Class) | Column II (Probation Period) | Column III (New Class) |
---|---|---
1381 | Data Processing Manager I | 12 months | 1403 | Information Technology Supervisor I |
1382 | Programmer I | 12 months | 1400 | Information Technology Technician |
1383 | Programmer II | 12 months | 1401 | Information Technology Associate |
1384 | Data Processing Manager II | 12 months | 1404 | Information Technology Supervisor II |
1387 | Data Processing Manager IV | 12 months | 1406 | Information Technology Manager II |
1388 | Manager, Electronic Data Processing Acquisition | 12 months | 1405 | Information Technology Manager I |
1389 | Senior Electronic Data Processing Acquisition Specialist (Supervisory) | 12 months | 1404 | Information Technology Supervisor II |
1393 | Data Processing Manager III | 12 months | 1405 | Information Technology Manager I |
1470 | Associate Information Systems Analyst (Specialist) | 6 months | 1401 | Information Technology Associate |
1479 | Assistant Information Systems Analyst | 12 months | 1401 | Information Technology Associate |
1557 | Information Systems Technician Specialist II | 6 months | 1401 | Information Technology Associate |
1558 | Systems Software Specialist II (Supervisory) | 12 months | 1404 | Information Technology Supervisor II |
1559 | Systems Software Specialist III (Supervisory) | 12 months | 1405 | Information Technology Manager I |
1562 | Information Systems Technician Specialist I | 6 months | 1400 | Information Technology Technician |
1579 | Associate Programmer Analyst (Specialist) | 6 months | 1401 | Information Technology Associate |
1581 | Staff Programmer Analyst (Specialist) | 6 months | 1402 | Information Technology Specialist I |
1582 | Staff Programmer Analyst (Supervisor) | 12 months | 1403 | Information Technology Supervisor I |
1583 | Senior Programmer Analyst (Specialist) | 6 months | 1402 | Information Technology Specialist I |
1584 | Senior Programmer Analyst (Supervisor) | 12 months | 1404 | Information Technology Supervisor II |
1585 | Associate Systems Software Specialist (Technical) | 12 months | 1401 | Information Technology Associate |
1587 | Systems Software Specialist I (Technical) | 12 months | 1402 | Information Technology Specialist I |
2947 | Instructional Designer (Technology), Commission on Peace Officer Standards and Training | 12 months | 1401 | Information Technology Associate |
<table>
<thead>
<tr>
<th>Column I</th>
<th>Column II</th>
<th>Column III</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Existing Class)</td>
<td>(Probation Period)</td>
<td>(New Class)</td>
</tr>
<tr>
<td>2948 Senior Instructional Designer (Technology), Commission on Peace Officer Standards and Training</td>
<td>6 months</td>
<td>1402 Information Technology Specialist I</td>
</tr>
<tr>
<td>7580 Project Manager (Information Technology)</td>
<td>12 months</td>
<td>1405 Information Technology Manager I</td>
</tr>
<tr>
<td>7737 Associate Program Systems Analyst</td>
<td>6 months</td>
<td>1401 Information Technology Associate</td>
</tr>
<tr>
<td>7738 Staff Program Systems Analyst</td>
<td>6 months</td>
<td>1402 Information Technology Specialist I</td>
</tr>
<tr>
<td>7740 Senior Program Systems Analyst (Specialist)</td>
<td>6 months</td>
<td>1402 Information Technology Specialist I</td>
</tr>
<tr>
<td>7741 Senior Program Systems Analyst (Supervisor)</td>
<td>12 months</td>
<td>1404 Information Technology Supervisor II</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Classification Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1312</td>
<td>Staff Information Systems Analyst (Specialist)</td>
</tr>
<tr>
<td>1316</td>
<td>Staff Information Systems Analyst (Supervisor)</td>
</tr>
<tr>
<td>1337</td>
<td>Senior Information Systems Analyst (Specialist)</td>
</tr>
<tr>
<td>1340</td>
<td>Senior Systems Information Analyst (Supervisor)</td>
</tr>
<tr>
<td>1361</td>
<td>Staff Electronic Data Processing Acquisition Analyst</td>
</tr>
<tr>
<td>1367</td>
<td>Systems Software Specialist III (Technical)</td>
</tr>
<tr>
<td>1368</td>
<td>Senior Electronic Data Processing Acquisition Specialist (Technical)</td>
</tr>
<tr>
<td>1373</td>
<td>Systems Software Specialist II (Technical)</td>
</tr>
<tr>
<td>1381</td>
<td>Data Processing Manager I</td>
</tr>
<tr>
<td>1382</td>
<td>Programmer I</td>
</tr>
<tr>
<td>1383</td>
<td>Programmer II</td>
</tr>
<tr>
<td>1384</td>
<td>Data Processing Manager II</td>
</tr>
<tr>
<td>1387</td>
<td>Data Processing Manager IV</td>
</tr>
<tr>
<td>1388</td>
<td>Manager, Electronic Data Processing Acquisition</td>
</tr>
<tr>
<td>1389</td>
<td>Senior Electronic Data Processing Acquisition Specialist (Supervisory)</td>
</tr>
<tr>
<td>1393</td>
<td>Data Processing Manager III</td>
</tr>
<tr>
<td>1470</td>
<td>Associate Information Systems Analyst (Specialist)</td>
</tr>
<tr>
<td>1479</td>
<td>Assistant Information Systems Analyst</td>
</tr>
<tr>
<td>1557</td>
<td>Information Systems Technician Specialist II</td>
</tr>
<tr>
<td>1558</td>
<td>Systems Software Specialist II (Supervisory)</td>
</tr>
<tr>
<td>1559</td>
<td>Systems Software Specialist III (Supervisory)</td>
</tr>
<tr>
<td>1562</td>
<td>Information Systems Technician Specialist I</td>
</tr>
<tr>
<td>1579</td>
<td>Associate Programmer Analyst (Specialist)</td>
</tr>
<tr>
<td>1581</td>
<td>Staff Programmer Analyst (Specialist)</td>
</tr>
<tr>
<td>1582</td>
<td>Staff Programmer Analyst (Supervisor)</td>
</tr>
<tr>
<td>1583</td>
<td>Senior Programmer Analyst (Specialist)</td>
</tr>
<tr>
<td>1584</td>
<td>Senior Programmer Analyst (Supervisor)</td>
</tr>
<tr>
<td>1585</td>
<td>Associate Systems Software Specialist (Technical)</td>
</tr>
</tbody>
</table>
That Footnote 24 be applied to the classes below to prevent further appointments to the classes and to designate that they are to be abolished when they become vacant:

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Classification Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1350</td>
<td>Computer Operations Supervisor II</td>
</tr>
<tr>
<td>1351</td>
<td>Computer Operations Supervisor I</td>
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<tr>
<td>1353</td>
<td>Computer Operator</td>
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<tr>
<td>1380</td>
<td>Information Systems Technician</td>
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<tr>
<td>1407</td>
<td>Information Systems Technician Supervisor II</td>
</tr>
<tr>
<td>1408</td>
<td>Information Systems Technician Supervisor I</td>
</tr>
<tr>
<td>1471</td>
<td>Associate Information Systems Analyst (Supervisor)</td>
</tr>
</tbody>
</table>

That Alternate Range Criteria 134 for Programmer I and Alternate Range 278 for Assistant Information Systems Analyst be abolished.

That the following resolution be adopted:

WHEREAS California Code of Regulations, title 2, section 431 states “Unless otherwise provided by resolution of the Board, the maximum rate of the lowest salary range currently authorized for a class is used to make salary comparisons”; and

WHEREAS alternate ranges within the new classes of Information Technology Specialist I, Information Technology Associate, and Information Technology Technician are being established; and

WHEREAS placement in each alternate range of the class of Information Technology Technician represents recognition of a level of knowledge, skill, ability, experience or eligibility which each appointee can acquire through experience in the class of Information Technology Technician or comparable or higher level classes; and

WHEREAS placement in each alternate range of the class of Information Technology Associate represents recognition of a level of knowledge, skill, ability, experience or eligibility which each appointee can acquire through experience in the class of Information Technology Associate or comparable or higher level classes; and

WHEREAS placement in each alternate range of the class of Information Technology Specialist I represents recognition of a level of knowledge, skill, ability, experience or
eligibility which each appointee can acquire through experience in the class of Information Technology Specialist I or comparable or higher level classes; and

WHEREAS as the result of a permanent appointment to each alternate range, an appointee gains status in the range to which he/she is appointed as though each range is a separate class by qualifying for placement in that range through transfer, reinstatement, demotion, or satisfying the alternate range criteria; therefore, be it

RESOLVED, that salary Ranges A, B, and C, for the classes of Information Technology Technician and Information Technology Specialist I may be used individually as if each represents the salary range of a separate class to make salary comparisons for discretionary actions between the classes of Information Technology Technician and Information Technology Specialist I and other classes; and be it further

RESOLVED, that salary Ranges A, B, C, and D for the class of Information Technology Associate may be used individually as if each represents the salary range of a separate class to make salary comparisons for discretionary actions between the class of Information Technology Associate and other classes; and be it further

RESOLVED, that for the classes of Information Technology Technician and Information Technology Specialist I the current maximum authorized for Range C shall be the salary rate used to make salary comparisons for mandatory actions; and be it further

RESOLVED, that for the class of Information Technology Associate the maximum currently authorized for Range D of the class shall be the salary rate used to make salary comparisons for mandatory actions.
## Board Meeting Date
1/11/18

## Location
Sacramento

## ROUTING:
ANALYST Tim Eldred

## Calendar:
Hearing items will be scheduled for 30 minutes unless otherwise specified.

## Non-Hearing
☐

## Staff
☐

## Hearing
☒

### SUBJECT:
Establish a new class series of 9 service-wide classifications in order to consolidate 36 service-wide and department-specific information technology classifications; reallocate of employees from existing classifications into one of the new classes; abolish 36 classes; and place Footnote 24 on 7 classifications.

### DPA OR DEPT REVIEW
1. Specifications: ☒ Attached
2. Salary Comp Resolution (Deep Class Only): ☒ Included ☐ Not Applicable
3. Draft Item Sent to Employee Union(s): Date: October 11, 2017

### NOTIFIED AND SENT COPIES TO:
- Service Employees International Union
- Association of California State Supervisors
- California Association of Managers and Supervisors
- Coalition of Communications Supervisors

### SPB REVIEW
1. NonTesting Class: ☐ Examination Processing Unit Notified
2. Entry-Level Class: ☐ Health Questionnaire ☐ Medical Exam
3. Type of Certification: ☐ 3 Ranks ☐ 3 Names
4. Status/Exam Resolution Approved: ☐ Date ☐ Policy Analyst
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)
SEIU Units

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

PECG Unit 9

Bruce Blanning, Executive Assistant
Professional Engineers in CA Government
455 Capitol Mall, Suite 501
Sacramento, CA 95814
(916) 446-0400; FAX (916) 446-0489

CASE Unit 2

Katherine E. Regan
California Attorneys, Admin. Law Judges &
Hearing Officers in State Employment
1231 I Street, Suite 300
Sacramento, CA 95814
(916) 669-5882; FAX (916) 669-4199

CAHP Unit 5

California Association of Highway Patrolmen
Stationary Engineers Division
2030 V Street
Sacramento, CA 95818
(916) 452-6751; FAX (916) 457-3398

CCPOA Unit 6

Suzanne Jimenez, Chief of Labor
California Correctional Peace
Officers Association
755 Riverpoint Drive, Suite 200
Sacramento, CA 95814
(916) 372-6060; FAX (916) 340-5032

CSLEA Unit 7

Kasey Christopher Clark, General Mgr/Chief Counsel
California Statewide Law Enforcement Association
2029 H Street
Sacramento, CA 95811
(916) 447-5262; FAX (916) 447-1583

CDF Firefighters Unit 8

Tim Edwards, State Rank and File Director
CalFIRE, Local 2881
1731 J Street, Suite 100
Sacramento, CA 95814
(916) 609-8700; FAX (916) 609-8711

CAPS Unit 10

Christopher Voight
California Association of Professional Scientists
455 Capitol Mall, Suite 500
Sacramento, CA 95814
(916) 441-2629; FAX (916) 442-4182

IUOE Unit 12

Steve Crouch, Director of Public Employees
Stationary Engineers, Local 39
1620 North Market Boulevard
Sacramento, CA 95834
(916) 928-0399; FAX (916) 928-1216
Toll-free (800) 989-9109

IUOE Unit 13

Steve Crouch, Director of Public Employees
Stationary Engineers, Locals 39
1620 North Market Boulevard
Sacramento, CA 95834
(415) 928-0399; FAX (916) 928-1216

UAPD Unit 16

Zegory Williams, Executive Director
Union of American Physicians & Dentists
180 Grand Avenue, Suite 1380
Oakland, CA 94612
(510) 839-0193; FAX (510) 763-8756

CAPT Unit 18

Ann Lyles, Consultant
California Association of Psychiatric Techs
1220 "S" Street, Suite 100
Toll-free (800) 677-2278

AFSCME Unit 19

Cliff Tillman, Senior Business Representative
2150 River Plaza Drive, Suite 275
Sacramento, CA 95833
(916) 923-1860; FAX (916) 923-1877

BARGAINING UNITS EXCLUDED REPRESENTATIVE CONTACT LIST
California State Personnel Board Specification

Information Technology Series

<table>
<thead>
<tr>
<th>Scheme Code</th>
<th>Class Code</th>
<th>Classification Title</th>
<th>Probation Period</th>
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<tbody>
<tr>
<td>LM70</td>
<td>1400</td>
<td>Information Technology Technician</td>
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<td>Information Technology Associate</td>
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<td>LM78</td>
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<td>12 months</td>
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**SALARY INFORMATION**

This series specification describes nine information technology classifications used to perform a variety of tasks in support of systems and services in the following six domains or closely related emerging information technology fields:

**Business Technology Management** - The management of information technology resources according to an organization's priorities and needs including activities such as information technology policy and program development, information technology portfolio management, information technology procurement, service performance management, process reengineering, business analysis, research and development, strategic planning, digital service user experience engagement, content design, and product and delivery strategy.

**Client Services** - The full lifecycle of end user device solutions including evaluation, configuration, provisioning, training, security, tracking, and support for an end user computing environment.

**Information Security Engineering** - The security aspects of the initiation, design, development, testing, operation, and defense of information technology data and environments to address sources of disruption, ranging from natural disasters to malicious acts.

**Information Technology Project Management** - The management or oversight of all phases of the project management and system development life cycles to ensure efficient and effective delivery of a unique information technology product, service, or system.

**Software Engineering** - The architecture, development, operation, and maintenance of software systems including user research, user centric design, development or configuration, programming, enterprise architecture, service-oriented architecture, testing, and implementation of the business application services.

**System Engineering** - The architecture, design, configuration, operation and maintenance of systems discovery and planning, design, configure, administer, and sustaining the operation of a defined system. System elements can include network, server, storage, operating system, database, program, hardware, and software.
DESCRIPTION OF SERIES

Allocations to this classification series may incorporate duties from one or more domains of information technology work.

Information Technology Technician
Under initial close supervision, incumbents typically perform routine support tasks within a limited scope typically involving one unit, function or process, following well-defined procedures in the Business Technology Management, Client Services, or Software Engineering domains.

Incumbents may install or repair hardware or peripheral equipment; manage user accounts and technology inventory; resolve client incidents or requests; ensure software/hardware compliance with security policies; create, test, maintain, and deploy desktop products; configure and/or modify software programs; perform data import and export activities; monitor information technology systems to ensure integrity and tune the system to meet performance requirements; troubleshoot routine issues; and other related activities.

Information Technology Associate
Under general supervision, incumbents typically perform a variety of recurring, well-defined tasks requiring occasional innovative problem-solving within guidelines and a scope that may encompass one or more units, functions or processes in the Business Technology Management, Client Services, or Software Engineering domains.

Incumbents may execute guidelines for technology governance and process improvement; track, monitor, and audit information technology assets; analyze, develop and document business processes; formulate, deliver, and coordinate end user training; resolve client incidents or requests; install, configure, maintain, and troubleshoot applications; research and analyze new client technologies; develop and update controls to ensure availability of systems and databases; maintain software product documentation; design, develop, and implement software that adheres to organizational enterprise requirements; create, enhance, and maintain information technology software solutions; gather, document, and review system requirements and specifications; and test, debug, and evaluate software systems functionality.

Information Technology Specialist I
Under direction, incumbents may perform a wide variety of tasks requiring regular innovative problem-solving within broadly stated and non-specific guidelines. The scope typically includes multiple program areas, and involves planning, developing, and implementing technological solutions that are essential to the missions of the overall organization, or affecting large numbers of people on a long-term or continuous basis in one or more of the Business Technology Management, Client Services, Information Security Engineering, Information Technology Project Management, Software Engineering, or System Engineering domains.

Incumbents may: perform feasibility studies and research analysis related to technology projects; provide information technology consultation in support of business programs; establish inventory management guidelines; provide metrics on service level agreements; install or repair hardware or peripheral equipment; develop, implement, and maintain security and privacy training; investigate security incidents; develop and/or review data sharing agreements prior to release of confidential information; analyze business impact and exposure based on emerging security threats; monitor project milestones and deliverables; coordinate and consult with users, administrators, and engineers to identify business and technical requirements; develop and sustain cooperative working relationships with project stakeholders; perform software product
deployment and release management activities; define and design software solutions; identify infrastructure system requirements and recommend technology, hardware, software, and plans installation; advise, create, or participate in the design of new system architecture, standards, and methods to support organizational needs; install, configure, administer, test, and maintain communication infrastructure systems; conduct research and perform analysis to recommend system upgrades, cost-effective solutions, and process improvements; troubleshoot, track, and conduct root cause analysis of system/database/operational issues; and act in a lead role over lower-level staff.

Information Technology Specialist II
Under general direction, incumbents demonstrate a depth of leadership and expertise in one or more domains. Incumbents perform a wide variety of tasks requiring innovative problem-solving where guidance is not readily available. Incumbents optimize and apply architecture solutions for the benefit of the overall organization and play a major role in advising management or formulating information technology strategy and policy within the organization. Incumbents typically work in the Software Engineering, Information Security Engineering, Information Technology Project Management, or System Engineering domains.

Incumbents may: develop and ensure security solutions and technical artifacts are in place throughout all information technology systems and platforms; monitor and assess security controls, conduct security impact analyses, and report system security statuses; perform risk assessments and recommend information technology solutions; analyze incident-related data and determine the appropriate response; design new technologies, architectures, and solutions that will support security requirements; develop implementation plans including cost-benefit or return on investment analyses; design infrastructure configuration and change management standards or requirements; develop or update project plans for information technology projects; lead and mentor project teams; manage integration of information systems and/or subsystems; manage project(s) to ensure adherence to budget, schedule, and scope; review software architecture and make recommendations regarding technical and operational feasibility; plan, design, and implement the enterprise data models using standardized modeling tools to align technology solutions with business strategies; perform configuration management and release management for system components; verify stability, interoperability, portability, security, or scalability of system architecture; create backup and recovery strategies; conduct disaster and recovery analysis, planning, implementation, and administration for systems; and monitor and conduct audits of system capacity, performance, and traffic analysis.

Information Technology Specialist III
This is the expert advisor level. Under administrative direction, incumbents demonstrate strategic technical leadership, influence, and expertise that drive the organization's use of technology toward constant improvements. Incumbents represent the highest level of expertise available in state service within the Software Engineering, Information Security Engineering, Information Technology Project Management, or System Engineering domains. Incumbents develop the enterprise information technology architecture direction of the organization and advise management and executive level staff on governance and policy that support forward movement. Incumbents may have extensive decision-making authority and direct the most critical/complex projects where the consequence of error may have a serious detrimental effect on the operating efficiency of the organization.

Incumbents may: develop policies and procedures; develop multi-departmental systems; plan, develop, and document policies, requirements, and methodologies; enforce compliance with policies and requirements, and make recommendations; implement security and privacy
controls across multiple information technology disciplines; direct or coordinate duties and responsibilities to project personnel; negotiate with project stakeholders or suppliers; conduct presentations or briefings to executive management; guide the development and elaboration of plans and artifacts; provide leadership, guidance, training, and support to project team members; determine the objectives and measures upon which the project will be evaluated; develop and analyze performance and capacity reports; develop and modify technical specifications; develop and implement standards and controls; contribute in the planning of the overall organizational information technology strategy; design, implement, and maintain system architecture across multiple platforms; and coordinate infrastructure system design, modification, upgrade, and implementation.

Information Technology Supervisor I
This is the working supervisory level. Under direction, incumbents plan, assign, and review the work of an information technology program or unit and personally perform the most difficult or sensitive work. This level may supervise lower level information technology and support staff.

Information Technology Supervisor II
This is the full supervisory level. Under general direction, incumbents plan, organize, and direct the work of one or more information technology programs or units, and may occasionally perform the most difficult or sensitive work. This level directly or indirectly supervises all lower level information technology and support staff performing work in any domain or combination of domains. At this level, incumbents may also: identify, document, and monitor defined service levels and performance management standards; manage contracts; ensure compliance to project management standards; develop scope of work; and participate in vendor/product solution evaluation and selection.

Information Technology Manager I
This is the managerial level. Under general direction, incumbents have significant responsibilities for formulating or administering organizational information technology policies and programs and for planning, organizing and directing the work of one or more information technology programs or units, typically through subordinate supervisors. This level may manage the work of lower level information technology and support staff. Incumbents may manage work in any domain or combination of domains. Incumbents at a small or medium department may serve as the department’s Chief Information Officer.

Information Technology Manager II
This is the managerial level. Under administrative direction, incumbents serve in an executive management role in setting or influencing organizational information technology policy; formulating long-range information technology programs and objectives; and reviewing implementation and conformance of information technology programs with organizational policies and objectives. Incumbents have responsibility for planning, organizing and directing the work of multiple information technology programs or units, typically through subordinate supervisors and/or managers. Incumbents in a large department may serve as the departments Chief Information Officer.

MINIMUM QUALIFICATIONS

All classifications
When using education to meet the general experience requirements listed in the minimum qualifications, education must include the specified information technology or closely related
course work. Closely related course work refers to a course of study involving the study of computing, such as software engineering, computer engineering, Management Information Systems, Geographic Information System, and computing technology.

**Information Technology Technician**

Six months of general information technology experience performing technical or support tasks for computer systems or services in any of the six domains or emerging information technology fields; or

15 semester units (or 22.5 quarter units) from an accredited college or university including at least 6 semester units (or 9 quarter units) of information technology or closely related course work; or

Any equivalent combination of experience and education.

When using education to meet minimum qualifications, education must include the specified information technology or closely related course work.

**Information Technology Associate**

Eighteen months as an Information Technology Technician; or

Two years of general information technology experience performing technical, analytical, or support tasks for computer systems or services in any of the six domains or emerging information technology fields; or

60 semester units (or 90 quarter units) from an accredited college or university including at least 15 semester units (or 22.5 quarter units) of information technology or closely related course work; or

Any equivalent combination of experience and education.

When using education to meet minimum qualifications, education must include the specified information technology or closely related course work.

**Information Technology Specialist I**

Two years as an Information Technology Associate; or

Four years of general information technology experience performing technical and/or analytical tasks for computer systems or services in any of the six domains or emerging information technology fields; or

120 semester units (or 180 quarter units) from an accredited college or university including at least 15 semester units (or 22.5 quarter units) of information technology or closely related course work; or

Any equivalent combination of experience and education.

When using education to meet minimum qualifications, education must include the specified IT or closely related course work.
Information Technology Specialist II
One year as an Information Technology Specialist I; or

Five years of information technology experience, one year of which shall include experience in a lead or expert capacity performing a variety of progressively responsible technical or analytical tasks for computer systems or services in one or more of the major six domains or a closely related or emerging information technology field.

A bachelor's or higher degree from an accredited college or university may substitute for four years of the required general information technology experience. An associate's degree from an accredited college may substitute for two years of the required general information technology experience. Only one degree may be used for substitution.

When using education to meet minimum qualifications, education must include 15 semester units (or 22.5 quarter units) of information technology or closely related course work.

Information Technology Specialist III
One year of experience as an Information Technology Specialist II; or

Six years of information technology experience, two years of which shall include performance of highly specialized work in a lead or expert capacity on highly complex or specialized information technology systems or services in one or more of the major six domains or a closely related or emerging information technology field.

A master's or doctorate degree from an accredited college or university may substitute for four years of the required general information technology experience. A bachelor's degree from an accredited college or university may substitute for three years of the required general information technology experience. An associate's degree from an accredited college may substitute for one year of the required general information technology experience. Only one degree may be used for substitution.

When using education to meet minimum qualifications, education must include 15 semester units (or 22.5 quarter units) of information technology or closely related course work.

Information Technology Supervisor I
Two years of experience as an Information Technology Associate; or

Four years of information technology experience, one year of which shall include experience in a lead or supervisory capacity, performing a variety of progressively responsible technical and/or analytical tasks for computer systems or services in one or more of the major six domains or a closely related or emerging information technology field.

A bachelor's or higher degree from an accredited college or university may substitute for three years of the required general information technology experience. An associate's degree from an accredited college may substitute for one and a half years of the required general information technology experience. Only one degree may be used for substitution.

When using education to meet minimum qualifications, education must include 15 semester units (or 22.5 quarter units) of information technology or closely related course work.
Information Technology Supervisor II
Two years of experience as an Information Technology Specialist I; or

One year of experience as an Information Technology Supervisor I; or

Five years of information technology experience, two years of which shall include experience in a lead or supervisory capacity performing a variety of progressively responsible technical, analytical and/or supervisory tasks for computer systems or services in one or more of the major six domains or a closely related or emerging information technology field.

A bachelor's or higher degree from an accredited college or university may substitute for three years of the required general information technology experience. An associate's degree from an accredited college may substitute for one and a half years of the required general information technology experience. Only one degree may be used for substitution.

When using education to meet minimum qualifications, education must include 15 semester units (or 22.5 quarter units) of information technology or closely related course work.

Information Technology Manager I
Two years of experience as an Information Technology Supervisor I; or

One year of experience as an Information Technology Supervisor II; or

Six years of information technology experience performing a variety of progressively responsible technical, analytical, or supervisory tasks in support of computer systems or services in one or more of the major six domains or a closely related or emerging IT field. At least two years of experience shall include performance of highly specialized work in a lead capacity on highly complex or specialized information technology systems or services, or in a progressively responsible supervisory capacity over highly complex or specialized information technology systems or services.

A master's or doctorate degree from an accredited college or university may substitute for four years of the required general information technology experience. A bachelor's degree from an accredited college or university may substitute for three years of the required general information technology experience. An associate's degree from an accredited college may substitute for one year of the required general information technology experience. Only one degree may be used for substitution.

When using education to meet minimum qualifications, education must include 15 semester units (or 22.5 quarter units) of information technology or closely related course work.

Information Technology Manager II
One year of experience as an Information Technology Manager I; or

Seven years of information technology experience performing a variety of progressively responsible technical, analytical, supervisory, or managerial tasks in support of computer systems or services in one or more of the major six domains or a closely related or emerging information technology field. At least three years of experience shall include performance of highly specialized work in a lead capacity on highly complex or specialized information technology systems or services, or in a progressively responsible supervisory or managerial capacity over highly complex or specialized information technology systems or services.
A master's or doctorate degree from an accredited college or university may substitute for four years of the required general information technology experience. A bachelor's degree from an accredited college or university may substitute for three years of the required general information technology experience. An associate degree from an accredited college may substitute for one year of the required general information technology experience. Only one degree may be used for substitution.

When using education to meet minimum qualifications, education must include 15 semester units (or 22.5 quarter units) of information technology or closely related course work.

**KNOWLEDGE AND ABILITIES**

**Information Technology Technician**

**Knowledge of:** Information technology concepts, practices, and principles to provide a foundation for technology related work.

**Ability to:** Perform research and data gathering; analyze information and evaluate results to choose the best solution and solve problems; communicate effectively verbally and in writing as appropriate for the needs of the audience; utilize reporting tools to develop and analyze statistical reports; interpret and explain technical information to non-technical individuals; interpret customer requests to meet service needs and resolve problems; provide customer service; work cooperatively with staff at all levels; proficiently use computers and productivity software; and understand and align technology proposals with business needs.

**Information Technology Associate**

All knowledge and abilities of the Information Technology Technician classification; and

**Knowledge of:** Principles, techniques, and procedures related to the delivery of information technology services; the System Development Lifecycle including the associated methodologies, tools, and processes; the organization's business processes and procedures; education tools and techniques; performance monitoring tools and techniques; and data administration techniques and best practices.

**Ability to:** Use initiative; act independently with flexibility and tact; use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems; perform technical analysis of proposed technology solutions; comprehend technical documents to interpret specifications, system implementations, capabilities, interdependencies, and compatibilities; serve as a technical liaison; develop and effectively utilize all available resources; develop end-user training materials; and gather data to perform statistical analysis and report outcomes.

**Information Technology Specialist I**

All knowledge and abilities of the Information Technology Associate classification; and

**Knowledge of:** Information technology governance principles and guidelines to support decision making; complex and mission critical business processes and systems; principles, methods and procedures for designing, developing, optimizing, and integrating systems in accordance with best practices; system specifications design, documentation, and implementation methodologies and techniques.
**Ability to:** Formulate and recommend policies and procedures; perform effectively in a fast-paced environment with constantly changing priorities; establish and maintain project priorities; apply federal, state, department, and organizational policies and procedures to state information technology operations; apply systems life cycle management concepts used to plan, develop, implement, operate, and maintain information systems; positively influence others to achieve results that are in the best interests of the organization; consider the business implications of the technology to the current and future business environment; communicate change impacts and change activities through various methods; conduct end-user training; collaborate closely with technical subject matter experts such as database administrators, network engineers, and server administrators to ensure systems are secure and meet compliance requirements; assess situation to determine the importance, urgency, and risks to the project and the organization; make decisions which are timely and in the best interests of the organization; provide quality and timely ad hoc project information to executives, project team members, and stakeholders; develop decision making documents; and assess and understand complex business processes and customer requirements to ensure new technologies, architectures, and security products will meet their needs.

**Information Technology Specialist II**
All knowledge and abilities of the Information Technology Specialist I classification; and

**Knowledge of:** Emerging technologies and their applications to business processes; business or systems process analysis, design, testing, and implementation techniques; techniques for assessing skills and education needs to support training, planning and development; business continuity and technology recovery principles and processes; principles and practices related to the design and implementation of information technology systems; information technology systems and data auditing; the department's security and risk management policies, requirements, and acceptable level of risk; application and implementation of information systems to meet organizational requirements; project management lifecycle including the State of California project management standards, methodologies, tools, and processes; software quality assurance and quality control principles, methods, tools, and techniques; research and information technology best practice methods and processes to identify current and emerging trends in technology and risk management processes; and state and federal privacy laws, policies, and standards.

**Ability to:** Recognize and apply technology trends and industry best practices; assess training needs related to the application of technology; interpret audit findings and results; implement information assurance principles and organizational requirements to protect confidentiality, integrity, availability, authenticity, and non-repudiation of information and data; apply principles and methods for planning or managing the implementation, update, or integration of information systems components; apply the principles, methods, techniques, and tools for developing scheduling, coordinating, and managing projects and resources, including integration, scope, time, cost, quality, human resources, communications, and risk and procurement management; monitor and evaluate the effectiveness of the applied change management activities; keep informed on technology trends and industry best practices and recommend appropriate solutions; foster a team environment through leadership and conflict management; effectively negotiate with project stakeholders, suppliers, or sponsors to achieve project objectives; and analyze the effectiveness of the backup and recovery of data, programs, and services.

**Information Technology Specialist III**
All knowledge and abilities of the Information Technology Specialist II classification; and
Knowledge of: Development and application of technology in the current and future business environment; emerging technologies and their applications to business processes; policy development; and applications and implementation of information systems to meet organizational requirements.

Ability to: Research and identify best practice methods and processes to identify current and emerging trends in technology and recommend appropriate courses of action.

Information Technology Supervisor I
All knowledge and abilities of the Information Technology Associate classification; and

Knowledge of: The principles of personnel management, supervision, and training; the organization's mission, policies, principles and practices; business and management principles involved in strategic planning, resource allocation, leadership technique, coordination of people and resources; principles and practices of organization, administration, personnel (recruitment, selection, training, compensation, benefits, labor relations, negotiation, and personnel information systems), and budget management; organizational roles and responsibilities and the ability to tailor training appropriately; principles and practices of employee supervision, development, and training; a supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion; maintaining a work environment which is free of discrimination and harassment; principles of personnel management, supervision, and training; the department's Equal Employment Opportunity objectives; and a supervisor's role in Equal Employment Opportunity and the processes available to meet equal employment objectives.

Ability to: Supervise technical personnel; plan, administer, and monitor expenditures; assess, analyze, and identify information technology policy needs; establish cooperative relationships and gain support of key individuals to accomplish goals; plan, coordinate, and direct the activities of multi-disciplinary staff; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment; and effectively contribute to the department's Equal Employment Opportunity objectives.

Information Technology Supervisor II
All knowledge and abilities of the Information Technology Supervisor I and Information Technology Specialist I classifications.

Information Technology Manager I
All knowledge and abilities of the Information Technology Specialist II and Information Technology Supervisor II classifications; and

Knowledge of: A manager's responsibility for promoting equal opportunity in hiring and employee development and promotion and maintaining a work environment which is free of discrimination and harassment; the department's Equal Employment Opportunity objectives; and a manager's role in Equal Employment Opportunity and the processes available to meet equal employment objectives.

Information Technology Manager II
All knowledge and abilities for all Information Technology classifications; and

Ability to: Manage through subordinate supervisors; effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment; and effectively contribute to the department's Equal Employment Opportunity objectives.
PREFERRED OR DESIRABLE QUALIFICATIONS

For specific positions, departments may specify knowledge, experience, or specific training in one or more of the six identified domains.

All employees must have general qualifications as described by California Code of Regulations, title 2, section 172.

CLASS HISTORY

<table>
<thead>
<tr>
<th>Class Title</th>
<th>Date Established</th>
<th>Date Revised</th>
<th>Date Abolished</th>
<th>Title Changed</th>
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</table>
September 25, 2017

Via email Pam.Manwiller@calhr.ca.gov and First Class Mail

Pam Manwiller, Deputy Director
California Department of Human Resources
Labor Relations Division
1515 S. Street, Suite 400N
Sacramento, CA 95811

RE: Class Consolidation Project – Information Technology Classification Proposal

Dear Ms. Manwiller,

This letter is in response to the notification of classification change provided to the Association of California State Supervisors (ACSS) impacting 19 excluded Information Technology classes. The initial notice was dated April 26, 2017. On June 22, 2017, CalHR notified ACSS via email that the IT Consolidation “package is being reevaluated and we will provide notice upon completion of the review with any subsequent changes.” On September 7, 2017, CalHR provided the updated SPB Specification for the Information Technology Series that it would submit to the Board. CalHR provided a copy of the SPB Board Item package to ACSS on September 20th.

ACSS made a good faith effort to resolve issues present with the reallocation of incumbent excluded employees in the Data Processing Manager series. CalHR acknowledged that an issue exists with the supervisor/subordinate relationship, but refused to work toward a resolution. Therefore, the Association of California State Supervisors (ACSS) neither supports nor opposes the proposal. The following concerns exist with the proposed Information Technology Series classification proposal:

Proposed Salary Ranges

ACSS is concerned with salary compaction affecting excluded employees. Establishing a new IT Classification Series should be consistent with the salary principles for promotional relationships, specifically establish a 10% differential between the classes in accordance with the principles found in Government Code as well as SPB and CalHR regulations regarding promotional relationships and salaries. Government Code section 18525.1 states “Promotion’ means the appointment of an employee to a position in a different class with a higher salary range”. SPB Regulation 431 Salary and Class Level Comparison states “(2) ‘Promotional salary relationship, range or level’ means the maximum rate of the salary range of one class is at least two steps higher than the maximum rate of the salary range of another class... (5) Unless otherwise provided by resolution of the board, ‘step’ for employees compensated on a monthly basis, means a five percent differential above or below a salary rate, rounded to the nearest dollar”. California Code Regulations Title 2 Section 599.666.1 The Pay Plan - Non-Represented Employees states “(f) ‘higher salary range’ is a salary range with the maximum salary range at least two steps higher than the maximum salary rate of another salary range”. 

1108 O Street. Suite 400 • Sacramento, CA 95814 • 916.326.4257 • 800.624.2137 • Fax: 916.326.4364
Reallocation of Data Processing Manager I, II, and III Incumbents

The proposal misallocates incumbents. Under Government Code Section 18802 “In establishing, altering, or abolishing classes, the board shall consider the recommendations of the Department of Human Resources. When those actions are taken the board shall determine in each instance whether positions affected are to be reallocated to another class or classes after taking into account the duties and responsibilities, qualifications, performance standards, and other related criteria before and after the change, and shall determine the status of the probationary and permanent employees affected.” California Code Regulations Title 2 Section 89 (b) states “(b) All positions within state civil service shall be properly allocated to the classification that is appropriate for the work to be performed.”

The proposed reallocation of the Data Processing Manager I (DPM I) class code 1381 to the Information Technology Supervisor I class code 1403 does not appropriately consider and account for the duties and responsibilities of incumbents in this class. Specifically there are incumbents in the DPM I class that currently supervise rank and file employees that will be reallocated into the new Information Technology Specialist I classification class code 1402, example the Systems Software Specialist I (Technical) class code 1587. Under the proposed classification structure an Information Technology Supervisor I cannot supervise an Information Technology Specialist I.

The proposed reallocation of the Data Processing Manager III (DPM III) class code 1393 to the Information Technology Manager I class code 1405 does not appropriately consider and account for the duties and responsibilities of incumbents in this class. Specifically there are incumbents in the DPM III class that currently supervise supervisory employees that will be reallocated to the same new Information Technology Manager I class code 1405, example Systems Software Specialist III (Supervisory) class code 1559. Under the proposed classification structure the DPM III and their current subordinates will be reallocation into the same classification.

ACSS estimates there are 72 incumbents in the DPM I class, 448 incumbents in the DPM II class, 431 incumbents in the DPM III class and 141 incumbents in the DPM IV class. Incumbents will be negatively impacted because the proposed reallocations into the new classification series do not reflect their current duties and responsibilities. Furthermore, CalHR stated once the new IT class series is approved, implementation of the proposal may include a reorganization. Thus, resulting in a reduction in the scope of supervision for incumbents in the DPM class series.

For all the reasons cited above, ACSS respectfully request that the proposed reallocation of the Data Processing Manager series be modified to the following:

DPM I - reallocation to either Information Technology Supervisor I or II based on current scope of supervision, duties and responsibilities as well as knowledge, abilities, and Minimum Qualifications required for the classes.

DPM II – reallocation to appropriate class based on reallocation of subordinate staff.
DPM III – reallocation to either Information Technology Manager I or II based on current scope of supervision, duties and responsibilities as well as knowledge, abilities, and Minimum Qualifications required for the classes.

Thank you for your consideration. Please contact me if you have any questions.

Sincerely,

Nellie D. Lynn
Assistant Director of Representation

ASSOCIATION OF CALIFORNIA STATE SUPERVISORS
1108 O Street Suite 400
Sacramento, CA 95814

CC: Frank Ruffino, ACSS President (via email only)
Rocco Paternoster, ACSS Executive Director (via email only)
Jamie Inderbitzen, Classification Consolidation Project Manager (via email only)
<table>
<thead>
<tr>
<th>Proposed IT Structure</th>
<th>Business Technology Management</th>
<th>Client Services</th>
<th>Software Engineering</th>
<th>Information Security</th>
<th>IT Project Management</th>
<th>System Engineering</th>
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**Proposed IT Structure**

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<th>Description</th>
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<td>MANAGER</td>
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<td>3</td>
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<td>6</td>
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<td>24</td>
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**Legend**

- **Code**: Classification Code
- **Name**: Existing Classification / Series
- **Rank and File Classification**: Available by Proposed Grant
- **Legend**: No Proposed Grant / Proposal #48
BOARD DATE: January 11, 2018

TO: Five-Member State Personnel Board

FROM: Adria L. Jenkins-Jones, Chief Selection Division

SUBJECT: Request to abolish current employment eligibility lists for 36 Information Technology classifications

SUMMARY OF ISSUES:
The California Department of Human Resources (CalHR) is requesting the abolishment of the existing eligibility certification lists for Information Technology (IT) classifications as used by several participating departments.

Participating departments, union members and CalHR collaborated to create 9 new on-line examinations for the newly consolidated IT classifications. The new online examinations will replace the current examinations and immediately establish new eligibility lists. The new IT examinations are designed to be more general in content, allowing competitiveness amongst candidates possessing the required full complement of skills and broadening the candidate pool. CalHR will notify the existing candidates of the abolishment of the current lists and inform participants that they may re-establish eligibility with the release of the new online examinations.

Per Government Code section 18901, CalHR does not have the authority to abolish the previous eligibility lists because eligibility records established for less than 12 months prior exist. The State Personnel Board has the authority to abolish the lists established that are less than 12 months.

Therefore, CalHR requests the State Personnel Board to abolish the following eligibility lists:

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<tr>
<th>List Code</th>
<th>Existing Class Code/Classification Title</th>
<th>Number of Active Incumbents</th>
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<td>2058</td>
<td>1562/Information Systems Technician Specialist I</td>
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<td>5147</td>
<td>1382/Programmer I-PERS</td>
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<tr>
<td>2054</td>
<td>1360/Information Systems Technician</td>
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<td>2059</td>
<td>1585/Associate Systems Software Specialist (Technical)</td>
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<td>11125</td>
<td>2947/Instructional Designer (Technology), Commission on POST Training-CDCR</td>
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<td>13515</td>
<td>2947/Instructional Designer (Technology), Commission on POST-CDCR</td>
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<td>Code</td>
<td>Position Description</td>
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<td>1470/Associate Information Systems Analyst (Specialist)</td>
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<td>1579/Associate Programmer Analyst (Specialist)</td>
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<td>14522</td>
<td>1368/Senior Electronic Data Processing Acquisition Specialist (Tech)</td>
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<td>7740/Senior Programmer Systems Analyst (Specialist)-CHHSA</td>
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<td>1373/Systems Software Specialist II (Technical)</td>
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<td>1559/Systems Software Specialist III (Supervisory)</td>
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<td>11210</td>
<td>7580/Project Manager (Information Technology)-PERS</td>
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<td>11625</td>
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<td>701</td>
<td>1387/Data Processing Manager IV</td>
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CONSULTED:
Adria Jenkins, Selections Division, CalHR
Jamie Inderbitzen, Personnel Management Division, CalHR

NOTIFICATION:
Not applicable

RECOMMENDATION:
That effective January 31, 2018, the examination lists identified in this calendar be abolished.
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, it has been determined that the current examinations for the IT classifications required updating due to class consolidation; and

WHEREAS, the current 36 employment eligibility lists for the Information Technology (IT) classifications are less than one year old and Board approval is needed to abolish the lists; and

WHEREAS, on the effective date of January 31, 2018, the California Department of Human Resources (CalHR) will release the new open online examinations for the new IT series and subsequent lists will be immediately established to appoint qualified candidates; and

WHEREAS, upon approval to abolish the current eligible lists, the CalHR will advise all individuals on current eligible lists that they will need to participate in the new online examinations to re-establish list eligibility.

IT IS RESOLVED AND ORDERED THAT:

CalHR is hereby authorized to abolish all IT eligible lists on the behalf of participating departments 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 January 11, 2018, as reflected in the record of the meeting and Board minutes.

SUZANNE M. AMBROSE
Executive Officer
BOARD DATE: January 11, 2018

TO: Five-Member State Personnel Board

FROM: Adria Jenkins-Jones, Chief
Selection Division

SUBJECT: Request to abolish current employment eligibility lists for California Department of Public Health's Research Scientist Examinations

SUMMARY OF ISSUES:

The California Department of Human Resources (CalHR) is requesting that the Research Scientist eligible lists be abolished (listed below). The eligible lists are merged lists based on providing the examinations on a continuous basis.

In April and May 2017, the State Personnel Board (SPB) completed a compliance review on the CDPH examinations, appointments, Equal Employment Opportunity, personal services contracts and mandated training. On October 16, 2017, the SPB conducted the exit conference, and issued the draft report for the CDPH compliance review. One of the findings of the compliance review was that the CDPH Research Scientist examinations were incomplete since they did not have a complete job analysis. The SPB reviewed five (5) of the forty (40) existing examination history files for Research Scientist classifications.

To correct this finding, the CDPH must abolish the five (5) Research Scientist eligible lists in the compliance review report within sixty (60) days of the SPB's Executive Officer approval of the report. Additionally, prior to administering any future Research Scientist examinations, the CDPH must create and develop an examination based upon a current job analysis that meets the requirements of the California Code of Regulations.

In anticipation of the compliance review report approval, the CDPH Human Resources Branch (HRB) has suspended all Research Scientist examinations. All Research Scientist examination bulletins have been removed from the CDPH website and all Research Scientist examinations have been removed from the current exam plan. Eligibility lists were frozen within the ECOS system by CalHR staff on November 29, 2017.

To effectively move forward and correct incomplete examinations for all Research Scientist classifications, the CDPH under the direct oversight of CalHR, is currently developing new Research Scientist examinations and seeks to test and establish new eligible lists as soon as the current lists are abolished.

CDPH will notify the existing candidates of the current lists' abolishments and inform participants that they may re-establish eligibility with the release of the new online examinations. Information on the new examinations will be provided to the candidates.
Per Government Code section 18901, CalHR does not have the authority to abolish the previous eligibility lists due to the eligibility records existing for less than 12 months.

Therefore, CalHR requests the State Personnel Board to abolish the following eligibility lists:

<table>
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<th>List Code</th>
<th>Existing Class Code/Classification Title</th>
<th>Number of Eligibles</th>
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<td>782</td>
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<td>784</td>
<td>RESEARCH SCIENTIST I (MICROBIOLOGICAL SCIENCES)</td>
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<td>785</td>
<td>RESEARCH SCIENTIST I (PHYSICAL/ENGINEERING SCIENCES)</td>
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<td>RESEARCH SCIENTIST I (SOCIAL/BEHAVIORAL SCIENCES)</td>
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<td>RESEARCH SCIENTIST II (FOOD AND DRUG SCIENCES) – SPB report</td>
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<tr>
<td>229</td>
<td>RESEARCH SCIENTIST IV (FOOD AND DRUG SCIENCES)</td>
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<td>230</td>
<td>RESEARCH SCIENTIST IV (MICROBIOLOGICAL SCIENCES)</td>
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<td>RESEARCH SCIENTIST IV (PHYSICAL/ENGINEERING SCIENCES)</td>
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<td>RESEARCH SCIENTIST IV (SOCIAL/BEHAVIORALSCIENCES) – SPB report</td>
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<td>14988</td>
<td>RESEARCH SCIENTIST IV (VETERINARY SCIENCES)</td>
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<td>RESEARCH SCIENTIST V (EPIDEMIOLOGY/BIOSTATISTICS)</td>
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<td>233</td>
<td>RESEARCH SCIENTIST SUPERVISOR I (CHEMICAL SCIENCES)</td>
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<td>234</td>
<td>RESEARCH SCIENTIST SUPERVISOR I (EPIDEMIOLOGY/BIOSTATISTICS)</td>
<td>21</td>
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<td>RESEARCH SCIENTIST SUPERVISOR I (FOOD AND DRUG SCIENCES)</td>
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<td>13503</td>
<td>RESEARCH SCIENTIST SUPERVISOR I (MICROBIOLOGICAL SCIENCES)</td>
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<td>RESEARCH SCIENTIST SUPERVISOR I (SOCIAL/BEHAVIORALSCIENCES)</td>
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<td>238</td>
<td>RESEARCH SCIENTIST SUPERVISOR II (CHEMICAL SCIENCES)</td>
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<td>RESEARCH SCIENTIST SUPERVISOR II (EPIDEMIOLOGY/BIOSTATISTICS)</td>
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<td>RESEARCH SCIENTIST SUPERVISOR II (MICROBIOLOGICAL SCIENCES) – SPB report</td>
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<td>RESEARCH SCIENTIST MANAGER (CHEMICAL SCIENCES) – SPB report</td>
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<td>11366</td>
<td>RESEARCH SCIENTIST MANAGER (SOCIAL/BEHAVIORALSCIENCES)</td>
<td>3</td>
</tr>
</tbody>
</table>
CONSULTED:
Adria Jenkins, Selections Division, CalHR
Jamie Inderbitzen, Personnel Management Division, CalHR

NOTIFICATION:
Not applicable.

RECOMMENDATION:
That the examination lists identified in this request be abolished and the following resolution be adopted.
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, in April and May 2017, the Board completed a compliance review on the California Department of Public Health (CDPH) examinations, appointments, Equal Employment Opportunity, personal services contracts and mandated training; and

WHEREAS, on October 16, 2017, the Board conducted the exit conference, issued the draft report for the CDPH compliance review, and one of the findings was that the five (5) CDPH Research Scientist examinations reviewed were incomplete; and

WHEREAS, all forty (40) existing examinations for Research Scientist classifications do not have a complete job analysis; and

WHEREAS, the CDPH wishes to correct all examination deficiencies; and

WHEREAS, the CDPH Human Resources Branch (HRB) has already suspended all Research Scientist examinations, removed all Research Scientist examination bulletins from the CDPH website, removed all Research Scientist examinations from the current exam plan, and begun development of new Research Scientist examinations; and

WHEREAS, the CDPH Human Resources Branch (HRB) seeks to develop new examinations under the direct oversight of the California Department of Human Resources (CalHR) and establish new eligible lists; and
WHEREAS, upon release of the new exam, the CDPH will advise all individuals on current eligible lists that they will need to participate in the new online examinations to re-establish list eligibility.

IT IS RESOLVED AND ORDERED THAT:
The CalHR is hereby authorized to abolish the identified Research Scientist eligible lists on the behalf of CDPH as outlined above and implement testing to establish new eligible lists under the oversight of CalHR.

The foregoing resolution was made and adopted by the State Personnel Board during its meeting of January 11, 2018, as reflected in the record of the meeting and Board minutes.

_________________________________________
SUZANNE M. AMBROSE
Executive Officer
DATE: January 11, 2018

TO: Five-Member State Personnel Board

FROM: Jamie Inderbitzen, Consolidation Project Manager
      Krista Whisler, Personnel Program Consultant
      Personnel Management Division

SUBJECT: CALIFORNIA CODE OF REGULATIONS, TITLE 2, SECTION 90

SUMMARY OF ISSUES:
In accordance with the California Code of Regulations, title 2, section 90 (Cal. Code Regs., tit. 2, § 90), the California Department of Human Resources' (CalHR) Personnel Management Division (PMD) identified classifications that have been vacant for 24 or more months. The list of vacant classifications was sent to all interested parties on October 2, 2017. CalHR received written justifications from departments and/or unions to retain two of the classifications. Interested parties that submitted justifications have been notified that the classifications will be placed on the January 11, 2018 Board agenda.

<table>
<thead>
<tr>
<th>Class Code</th>
<th>Class Title</th>
<th>CBID</th>
<th>Department/Union Requesting To Retain</th>
<th>CalHR Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>2600</td>
<td>Vocational Instructor - Janitorial Service - Correctional Facility-</td>
<td>R03</td>
<td>California Department of Corrections and Rehabilitation</td>
<td>Defer to SPB. There is no service-wide equivalent classification. However, per the justification submitted by CDCR the classification has not been used in 7 years.</td>
</tr>
<tr>
<td>9293</td>
<td>Clinical Laboratory Technologist, Correctional Facility</td>
<td>R20</td>
<td>Service Employees International Union</td>
<td>Retain; this is the entry classification into the series. PMD will revisit through consolidation.</td>
</tr>
</tbody>
</table>

NOTIFICATION:
All interested parties were notified and written comments opposing the abolishment of two classifications were received.
CALHR 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(s): Date: ___

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

In accordance with the California Code of Regulations, title 2, section 90 (Cal. Code Regs., tit. 2, § 90), the California Department of Human Resources' (CalHR) Personnel Management Division (PMD) identified classifications that had been vacant for 24 or more months. CalHR recommends retaining the following two classifications which received written justifications from departments and/or unions.

<table>
<thead>
<tr>
<th>Class Code</th>
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</table>
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>Bargaining Units</th>
<th>Excluded Representatives Contact List</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SEIU Units</strong></td>
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</tr>
<tr>
<td>☐ 1, ☑ 3, ☐ 4, ☐ 11, ☑ 14, ☑ 15, ☑ 17, ☑ 20, ☐ 21</td>
<td>☑ CAPS Unit 10</td>
</tr>
<tr>
<td>Yvonne Walker, President Service Employees International Union 1808 14th Street Sacramento, CA 95811 (916) 554-1200; Fax (916) 554-1269 Toll-free (866) 471-7348</td>
<td>Christopher Voight, California Association of Professional Scientists 455 Capitol Mall, Suite 500 Sacramento, CA 95814 (916) 441-2629; FAX (916) 442-4182</td>
</tr>
<tr>
<td><strong>CASE Unit 2</strong></td>
<td></td>
</tr>
<tr>
<td>Antonette Young, California Attorneys, Admin. Law Judges &amp; Hearing Officers in State Employment 1231 &quot;I&quot; Street, Suite 300 Sacramento, CA 95811 (916) 669-4200; FAX (916) 669-4199</td>
<td>Steve Crouch, District Representative Stationary Engineers Division Locals 39 and 501 337 Valencia Street San Francisco, CA 94103 (415) 861-1135; FAX (415) 861-5264</td>
</tr>
<tr>
<td><strong>CAHP Unit 5</strong></td>
<td></td>
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<tr>
<td>Doug Villars, President California Association of Highway Patrolmen 2030 &quot;V&quot; Street Sacramento, CA 95818 (916) 452-6751; FAX (916) 457-3398</td>
<td>Steve Crouch, District Representative Stationary Engineers Division Locals 39 and 501 337 Valencia Street San Francisco, CA 94103 (415) 861-1135; FAX (415) 861-5264</td>
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<tr>
<td><strong>CCPOA Unit 6</strong></td>
<td></td>
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<tr>
<td>Joanne Billhimer, Chief of Labor California Correctional Peace Officers Association 755 Riverpoint Drive, Suite 200 West Sacramento, CA 95605-1634 (916) 372-6060; FAX (916) 340-5032</td>
<td>Al Groh, Executive Director Union of American Physicians &amp; Dentists 180 Grand Avenue, Suite 1380 Oakland, CA 94612-3741 (510) 839-0193; FAX (510) 763-8756</td>
</tr>
<tr>
<td><strong>CSLEA Unit 7</strong></td>
<td></td>
</tr>
<tr>
<td>Kasey Christopher Clark, General Manager/Chief Counsel California Statewide Law Enforcement Association 2029 &quot;H&quot; Street Sacramento, CA 95811 (916) 447-5262; FAX (916) 447-1583</td>
<td>Zegory Williams, Regional Administrator 520 Capital Mall, Suite 220 Sacramento, CA 95814 (916) 442-6977, FAX (916) 446-3827</td>
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<tr>
<td><strong>CDF Firefighters Unit 8</strong></td>
<td></td>
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<tr>
<td>Tim Edwards, State Rank and File Director CDF Firefighters, Local 2881 1731 &quot;J&quot; Street, Suite 100 Sacramento, CA 95811-3016 (916) 609-8705; FAX (916) 609-8711</td>
<td>Ann Lyles, Consultant California Association of Psychiatric Techs 1220 &quot;S&quot; Street, Suite 100 Sacramento, CA 95811-7138 (916) 329-8140; FAX (916) 329-9145 Toll-free (800) 677-2278</td>
</tr>
<tr>
<td><strong>PECG Unit 9</strong></td>
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</tr>
<tr>
<td>Bruce Blanning, Executive Assistant Professional Engineers in CA Government 455 Capitol Mall, Suite 501 Sacramento, CA 95814 (916) 446-0400; FAX (916) 446-0489</td>
<td>Cliff Tillman, Senior Business Representative American Federation of State, County and Municipal Employees 2150 River Plaza Drive, Suite 275 Sacramento, CA 95833 (916) 923-1860; FAX (916) 923-1877</td>
</tr>
</tbody>
</table>

Rev. 03/11/15
November 7, 2017

Krista Whisler
Personnel Program Consultant
California Department of Human Resources
Personnel Management Division

RE: Justification to Retain the Vocational Instructor-Janitorial Classification, Correctional Facility

The California Department of Corrections and Rehabilitation (CDCR), Human Resources (HR), is submitting this memorandum to address the proposed abolishment of the Vocational Instructor-Janitorial Classification pursuant to the California Code of Regulations, Title 2, Section 90. CDCR is requesting to retain the classification per the justification cited in this memorandum.

Classification(s) Title and Class Code
Vocational Instructor-Janitorial Services-Correctional Facility (CF)

Last Day the Classification was filled
Approximately October 2011

Why the Classification has not been utilized in over 24 Months
In 2010, the employees in the Vocational Instructor-Janitorial Services-CF were included in a layoff process due to AB 109, in which the number of inmates was reduced at CDCR, which affected the Educational system in the institutions.

Concerns with Abolishing the Classifications
Due to Proposition 57, which was passed in 2016, the CDCR, Division of Rehabilitative Programs (DRP), Office of Correctional Education (OCE) is increasing the vocational programs located at the institutions and facilities. Proposition 57 allows the inmates greater incentive to participate in rehabilitative programs as it moves up parole consideration of nonviolent offenders who have served the full-term of the sentence for their primary offense and who demonstrate that their release would not pose an unreasonable risk of violence to the community. These changes give inmates the skills and tools to be more productive members of society once they complete their incarceration and transition to supervision. If this classification were abolished, the skills and experience required for an entry-level job such as a janitorial position would be removed from the curriculum.
Compelling Need for Utilizing the Classification in the Foreseeable Future

Due to Proposition 57, the requirement to provide the necessary skills and experience needed to become a productive member of society is crucial in allowing the inmate population the chance to achieve the experience required to gain employment. The janitorial experience will assist in meeting the objectives of Proposition 57 and the department as it will provide the skills required to become employed in the janitorial field. The janitorial field is an entry-level profession with numerous job openings. The minimum qualification for employment in the janitorial field requires limited experience and no formal educational credentials, which could assist in the employment of parolees in a shorter amount of time. The training will provide a viable wage for persons entering the job market, will provide candidates additional experience with the use and storage of various cleaning chemicals, and training in preventative maintenance working with, using and storing hazardous materials. Per the Federal Bureau of Labor Statistics, it is estimated the employment of janitors and building cleaners is projected to grow 10 percent from 2016 to 2026, faster than the average for all occupations. Many new jobs are expected in facilities related to healthcare, an industry that is expected to grow rapidly. CDCR is projecting the utilization of the classification for the 2018-2019 fiscal year.

Any Other Pertinent Information

CDCR is proactively training inmates in current and new vocational trade skills to enable them to make a livable wage and to be successful, productive members of society. CDCR works with industry leaders to ensure inmates are trained in the current technologies and job skills to be able to compete successfully in the current job market. The California Prison Industry Authority is conducting a pilot program for training inmates in janitorial services which includes the use of chemical and hazardous materials with plans that the program will be maintained by the CDCR Office of Education in the future for entry-level training. Inmates completing the entry-level program would then promote and further develop their janitorial skills in the institutions and medical areas.

Sincerely,

KENNETH POGUE,
Undersecretary, Administration and Offender Services
California Department of Corrections and Rehabilitation
From: Minnich, Katherine@CDCR
Sent: Tuesday, November 07, 2017 2:05 PM
To: Paul, MarySue@CDCR; Gurley, Genia R.@CDCR
Subject: Fw: CCR 90 - Class Abolishment-Due Wednesday, November 8, 2017
Categories: Yellow Category

Sent from my BlackBerry Smartphone on the Verizon 4G LTE Network

From: Kenneth.Pogue@cdcr.ca.gov
Sent: November 7, 2017 1:53 PM
To: Katherine.Minnich@cdcr.ca.gov
Cc: Marie.Daly@cdcr.ca.gov
Subject: RE: CCR 90 - Class Abolishment-Due Wednesday, November 8, 2017

Katherine, you are designated to sign on my behalf.

Ken

From: Daly, Marie@CDCR
Sent: Tuesday, November 07, 2017 1:39 PM
To: Pogue, Kenneth@CDCR
Subject: FW: CCR 90 - Class Abolishment-Due Wednesday, November 8, 2017
Importance: High

From: Minnich, Katherine@CDCR
Sent: Tuesday, November 07, 2017 12:35 PM
To: Daly, Marie@CDCR
Subject: FW: CCR 90 - Class Abolishment-Due Wednesday, November 8, 2017
Importance: High

Hello,

Please see below. Would you please ask Undersecretary Pogue if I maybe designated to form the attached form? The due date is tomorrow.

Thank you

Katherine Minnich
Deputy Director. Human Resources
California Department of Corrections & Rehabilitation
1515 "S" Street, 211 South
Sacramento, CA 95811
916.445-7315
Good Afternoon,

I have reached out to CalHR to request confirmation that the SPB five member Board will allow a designee to sign for the Undersecretary. It was stated if CDCR submitted the request with an email stating the Undersecretary has approved you as the designee, CalHR will move forward with the request.

Per the email below, the due date for submission of the revised memo is Wednesday, November 8. Attached is the justification to retain the Vocational Instructor-Janitorial, CF classification.

If you have any questions, please let me know.

Thank you,

Genia Gurley
Office of Personnel Services
(916) 324-6982

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Thank you,

Krisa Whisler
Personnel Program Consultant
Department of Human Resources (CalHR)
Personnel Management Division
(916) 322-0436
krisa.whisler@cahr.ca.gov

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From: Gurley, Genia R.@CDCR [mailto:Genia.Gurley@cdcr.ca.gov]
Sent: Friday, November 03, 2017 1:51 PM
To: Class Abolishment
Subject: FW: CCR 90 - Class Abolishment

Good Afternoon,

The California Department of Corrections and Rehabilitation is requesting to retain the Vocational Instructor-Janitorial, Correctional Facility classification. Please see the attached justification for your review.

If you have any questions, please let me know.

Thank you,

Genia Gurley
Office of Personnel Services
(916) 324-6582

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From: LIST-PersonnelOfficers [mailto:PersonnelOfficers@maillist.calhr.ca.gov] On Behalf Of Class Abolishment
Sent: Tuesday, October 03, 2017 10:44 AM
To: LIST-PersonnelOfficers
Subject: CCR 90 - Class Abolishment

Dear Personnel Officers,

In accordance with California Code of Regulations, title 2 section 90 (Cal. Code Regs., tit. 2, § 90), California Department of Human Resources' (CalHR) Personnel Management Division has identified the attached list of classifications as being vacant for 24 or more months. Please review the list of vacant classifications. If you have any concerns with the abolishment of any classifications listed, please provide a written justification.
signed by your department’s Director or highest Executive Officer of your opposition and/or concerns as soon as possible but no later than CQB on October 31st. In addition, you may reach out to me directly if you would like to discuss your concerns. CalHR will submit its recommendation for classification action (including written opposition where applicable) to the State Personnel Board for their consideration.

Please include the following in the justification:

- Classification(s) title and class code(s);
- Last day the classification(s) was filled;
- Why the classification(s) has not been utilized in over 24 months;
- Concerns with abolishing the classification(s);
- Compelling need for utilizing the classification(s) in the foreseeable future;
- Estimated date of utilizing the classification(s);
- Reasoning for not utilizing a service-wide classification; and
- Any other pertinent information you feel will help to understand the business need to retain the classification(s).

Classifications which do not receive written justification opposing the abolishment will be submitted to the State Personnel Board as a non-hearing item to be abolished without further Board action as stated in Cal. Code Regs., tit. 2, § 90 subdivision (c).

Please let me know if you have any questions. You can contact me at (916) 322-0436 or by email at classabolishment@CalHR.ca.gov.

Thank you,

Krista Wisler
Personnel Program Consultant
Department of Human Resources (CalHR)
Personnel Management Division
classabolishment@calhr.ca.gov

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Whisler, Krista

From: Collins, Belinda
Sent: Wednesday, November 01, 2017 3:09 PM
To: Whisler, Krista
Cc: Inderbitzen, Jamie; Colbert, Danisha; Russell, Melissa
Subject: Fwd: SEIU Local 1000 Classification Abolishment Comment
Attachments: C-2017-160-CalHR.pdf; ATT00001.htm

FYI

Sent from my iPhone

Begin forwarded message:

From: "Manwiller, Pam" <Pam.Manwiller@calhr.ca.gov>
To: "Collins, Belinda" <Belinda.Collins@calhr.ca.gov>
Subject: Fwd: SEIU Local 1000 Classification Abolishment Comment

Sent from my iPhone

Begin forwarded message:

From: "Sims, Kenny" <KSims@SEIU1000.org>
Date: November 1, 2017 at 2:16:12 PM PDT
To: "Manwiller, Pam (Pam.Manwiller@calhr.ca.gov)"
<Pam.Manwiller@calhr.ca.gov>
Subject: SEIU Local 1000 Classification Abolishment Comment

Hello Pam

SEIU Local 1000 opposes the abolishment of the following classification:

#9293 — Clinical Laboratory Technologist, Correctional Facility — R20: The elimination of this position eliminates the entry level for the Clinical Laboratory Technologist series. The specs describe this position as the entry and journey level to the series, and the Senior Clinical Laboratory Technologist as the advanced level in the series. New hires in this series would have to come in at the advanced level, eliminating a viable entry way for new hires in this career path.

Let me know if you have any questions or concerns.

Sincerely,

Kenny Sims
Area Coordinator
On January 11, 2018, the Board took the following action on the Career Executive Assignment Category as presented by Suzanne M. Ambrose, Executive Officer, California State Personnel Board. **VOTE: No Action Taken**

Career Executive Assignments

NONE
On January 11, 2018, the Board took the following action on the Submitted Items as presented by Suzanne M. Ambrose, Executive Officer, California State Personnel Board. **VOTE: No Action Taken**

<table>
<thead>
<tr>
<th>Submitted Items</th>
<th>Attachment 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Items Scheduled for Action</td>
<td>NONE</td>
</tr>
<tr>
<td>B. Items to be Scheduled for Action at a Later Date</td>
<td>NONE</td>
</tr>
</tbody>
</table>
On January 11, 2018, 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, Shanahan, Costigan, Tom – Aye**

### Evidentiary Cases

**Attachment 6**

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

1. **CASE NO. 17-0958**  
   **Classification:** Dispatcher-Clerk Supervisor  
   **Department:** California Department of Transportation  
   **ACTION:** The Board adopted the ALJ’s Proposed Decision.

2. **CASE NO. 17-0259**  
   **Classification:** Officer  
   **Department:** California Highway Patrol  
   **ACTION:** The Board adopted the ALJ’s Proposed Decision.

3. **CASE NO. 17-0502**  
   **Classification:** Automotive Equipment Operator  
   **Department:** California Department of Education  
   **ACTION:** The Board adopted the ALJ’s Proposed Decision.

4. **CASE NO. 17-0697**  
   **Classification:** Maintenance Mechanic  
   **Department:** California Department of Corrections and Rehabilitation  
   **ACTION:** The Board adopted the ALJ’s Proposed Decision.

5. **CASE NO. 17-0276**  
   **Classification:** Parole Agent  
   **Department:** California Department of Corrections and Rehabilitation  
   **ACTION:** The Board adopted the ALJ’s Proposed Decision.

6. **CASE NO. 17-0900**  
   **Classification:** Administrative Analyst/Specialist  
   **Department:** California State University, Dominguez Hills  
   **ACTION:** The Board adopted the ALJ’s Proposed Decision.
7. CASE NO. 17-1263  
   Classification: Industrial Supervisor  
   Department: California Department of Corrections and Rehabilitation/California Prison Industry Authority  
   ACTION: The Board adopted the ALJ’s Proposed Decision.

B. Petitions for Rehearing

1. CASE NO. 17-1287P  
   Classification: Staff Services Manager  
   Department: California Department of Fair Employment and Housing  
   ACTION: Denied

2. CASE NO. 17-0256P  
   Classification: Accounting Officer  
   Department: California Employment Development Department  
   ACTION: Denied

3. CASE NO. 17-0597P  
   Classification: Correctional Officer  
   Department: California Department of Corrections and Rehabilitation  
   ACTION: Denied

C. Pending Board Review

1. CASE NO. 16-2155A  
   Classification: Surveyor  
   Department: California Department of Transportation

2. CASE NO. 17-0286A  
   Classification: Teacher  
   Department: California Department of Corrections and Rehabilitation

3. CASE NO. 16-0328KPA  
   Classification: Correctional Officer  
   Department: California Department of Corrections and Rehabilitation

D. Oral Arguments

1. CASE NOS. 16-0316KA, 16-0563KA, and 16-1022KA (closed session)  
   Classification: Correctional Officer  
   Department: California Department of Corrections and Rehabilitation  
   ACTION: Taken under Submission
2. CASE NO. 16-2328A (closed session)
   Classification: Correctional Officer
   Department: California Department of Corrections and Rehabilitation
   ACTION: Taken under Submission. Board President Burton was not present during the Oral Argument.

E. Chief Counsel Resolutions

NONE

F. Pending Board Decisions

1. CASE NO. 16-2135A
   Classification: Correctional Officer
   Department: California Department of Corrections and Rehabilitation
   ACTION: The Board issued its Decision.

2. CASE NO. 17-0695N
   Classification: Hospital Police Officer
   Department: California Department of State Hospitals
   ACTION: The Board issued its Decision.

3. CASE NO. 16-1217NR
   Classification: Correctional Officer
   Department: California Department of Corrections and Rehabilitation
   ACTION: The Board issued its Decision.

4. CASE NO. 17-0001
   Classification: Correctional Officer
   Department: California Department of Corrections and Rehabilitation
   ACTION: The Board issued its Decision.

Non-Evidentiary Cases

G. Withhold from Certification Appeals

1. CASE NO. 17-1432N
   Classification: Program Technician
   Department: California Highway Patrol
   ACTION: Denied
2. CASE NO. 16-2374N  
Classification: Associate Governmental Program Analyst  
Department: California Department of Consumer Affairs  
ACTION: Denied

3. CASE NO. 17-0722N  
Classification: Correctional Officer  
Department: California Department of Corrections and Rehabilitation  
ACTION: Denied

4. CASE NO. 17-1239N  
Classification: Cadet  
Department: California Department of Parks and Recreation  
ACTION: Denied

5. CASE NO. 17-0113N  
Classification: Correctional Officer  
Department: California Department of Corrections and Rehabilitation  
ACTION: Denied

6. CASE NO. 17-1234N  
Classification: Correctional Officer  
Department: California Department of Corrections and Rehabilitation  
ACTION: Denied

7. CASE NO. 17-1414N  
Classification: Correctional Officer  
Department: California Department of Corrections and Rehabilitation  
ACTION: Denied

H. Medical and Psychological Screening Appeals

1. CASE NO. 17-1142N  
Classification: Correctional Officer  
Department: California Department of Corrections and Rehabilitation, Psychological Screening Program  
ACTION: Denied

2. CASE NO. 17-1044N  
Classification: Cadet  
Department: California Highway Patrol  
ACTION: Granted
3. CASE NO. 17-1051N
   Classification: Correctional Officer
   Department: California Department of Corrections and Rehabilitation,
               Psychological Screening Program
   ACTION: Denied

I. Request to File Charges Cases

NONE

J. Examination Appeals, Minimum Qualifications, Merit Issue Complaints

1. CASE NO. 16-1985NR
   Classification: Supervising Water Resource Control Engineer
   Department: California State Water Resource Control Board
   ACTION: Granted

K. Section 211 Appeals, Section 212 Out of Class Appeals, Voided Appointment Appeals

1. CASE NO. 17-1390N
   Classification: Hydroelectric Plant Electrical Supervisor
   Department: California Department of Water Resources
   ACTION: Denied
I hereby certify that the State Personnel Board made and adopted the preceding resolution at its meeting held on February 8, 2018.

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

/s/ SUZANNE M. AMBROSE
SUZANNE M. AMBROSE, Executive Officer
California State Personnel Board