



COMPLIANCE REVIEW REPORT

CALIFORNIA EXPOSITION & STATE

FAIR

Compliance Review Division
State Personnel Board
May 6, 2026

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INTRODUCTION

Established by the California Constitution, the State Personnel Board (the SPB or Board) is charged with enforcing and administering the civil service statutes, prescribing probationary periods and classifications, adopting regulations, and reviewing disciplinary actions and merit-related appeals. The SPB oversees the merit-based recruitment and selection process for the hiring of over 200,000 state employees. These employees provide critical services to the people of California, including but not limited to, protecting life and property, managing emergency operations, providing education, promoting the public health, and preserving the environment. The SPB provides direction to departments through the Board's decisions, rules, policies, and consultation.

Pursuant to Government Code section 18661, the SPB's Compliance Review Division (CRD) conducts compliance reviews of appointing authorities' personnel practices in five areas: examinations, appointments, equal employment opportunity (EEO), personal services contracts (PSC's), and mandated training, to ensure compliance with civil service laws and Board regulations. The purpose of these reviews is to ensure state agencies are in compliance with merit related laws, rules, and policies and to identify and share best practices identified during the reviews.

Pursuant to Government Code section 18502, subdivision (c), the SPB and the California Department of Human Resources (CalHR) may "delegate, share, or transfer between them responsibilities for programs within their respective jurisdictions pursuant to an agreement." SPB and CalHR, by mutual agreement, expanded the scope of program areas to be audited to include more operational practices that have been delegated to departments and for which CalHR provides policy direction. Many of these delegated practices are cost drivers to the state and were not being monitored on a statewide basis.

As such, SPB also conducts compliance reviews of appointing authorities' personnel practices to ensure that state departments are appropriately managing the following non-merit-related personnel functions: compensation and pay, leave, and policy and processes. These reviews will help to avoid and prevent potential costly litigation related to improper personnel practices, and deter waste, fraud, and abuse.

The SPB conducts these reviews on a three-year cycle. The CRD may also conduct special investigations in response to a specific request or when the SPB obtains information suggesting a potential merit-related violation.

It should be noted that this report only contains findings from this hiring authority's compliance review. Other issues found in SPB appeals and special investigations as well

as audit and review findings by other agencies such as the CalHR and the California State Auditor are reported elsewhere.

EXECUTIVE SUMMARY

The CRD conducted a routine compliance review of the California Exposition & State Fair (Cal Expo) personnel practices in the areas of examinations, appointments, EEO, PSC's, mandated training, compensation and pay, leave, and policy and processes. The following table summarizes the compliance review findings.

Area	Compliance	Finding
Appointments	Out of Compliance	Probationary Evaluations Were Not Provided for All Appointments Reviewed and Some That Were Provided Were Untimely
Equal Employment Opportunity	In Compliance	Equal Employment Opportunity Program Complied with All Civil Service Laws and Board Rules
Personal Services Contracts	Out of Compliance	Unions Were Not Notified of Personal Services Contracts
Mandated Training	Out of Compliance	Ethics Training Was Not Provided for All Filers
Mandated Training	Out of Compliance	Supervisory Training Was Not Provided for All Supervisors, Managers, and CEAs
Mandated Training	Out of Compliance	Sexual Harassment Prevention Training Was Not Provided for All Employees
Compensation and Pay	In Compliance	Salary Determinations Complied with Civil Service Laws, Board Rules, and CalHR Policies and Guidelines
Compensation and Pay	In Compliance	Alternate Range Movements Complied with Civil Service Laws, Board Rules, and/or CalHR Policies and Guidelines
Compensation and Pay	In Compliance	Pay Differential Authorizations Complied with Civil Service Laws, Board Rules, and CalHR Policies and Guidelines
Leave	Out of Compliance	Positive Paid Temporary Employees' Work Exceeded Time Limitations

Area	Compliance	Finding
Leave	In Compliance	Leave Auditing and Timekeeping Complied with Civil Service Laws, Board Rules, and/or CalHR Policies and Guidelines
Leave	In Compliance	Service and Leave Transactions Complied with Civil Service Laws, Board Rules, and/or CalHR Policies and Guidelines
Policy	In Compliance	Nepotism Policy Complied with Civil Service Laws, Board Rules, and/or CalHR Policies and Guidelines
Policy	In Compliance	Workers' Compensation Process Complied with Civil Service Laws, Board Rules, and/or CalHR Policies and Guidelines
Policy	Out of Compliance	Performance Appraisals Were Not Provided to All Employees

BACKGROUND

The Cal Expo’s mission is to create a State Fair experience reflecting California including its industries, agriculture, and diversity of its people, traditions and trends shaping its future supported by year-round events. The Cal Expo is Northern California’s largest year-round event center, spanning more than 350 acres and hosting 2.6 million visitors annually for concerts, fairs, expos, festivals, and major events. It operates as an independent state agency on property owned by the State of California. As the home of the California State Fair, Cal Expo employs more than 1,500 people and is a significant contributor to the local economy. For more than 170 years, the California State Fair has showcased achievements from across the state. The 2025 fair included competitive entries from all 58 California counties and was named Best State Fair in the U.S. for the second consecutive year.

SCOPE AND METHODOLOGY

The scope of the compliance review was limited to reviewing the Cal Expo’s examinations, appointments, EEO program, PSC’s, mandated training, compensation and pay, leave, and policy and processes¹. The primary objective of the review was to determine if the Cal Expo’s personnel practices, policies, and procedures complied with

¹ Timeframes of the compliance review varied depending on the area of review. Please refer to each section for specific compliance review timeframes.

state civil service laws and Board regulations, Bargaining Unit Agreements, CalHR policies and guidelines, CalHR Delegation Agreements, and to recommend corrective actions where deficiencies were identified.

The Cal Expo did not conduct any examinations or permanent withhold actions during the compliance review period.

A cross-section of the Cal Expo's appointments was selected for review to ensure that samples of various appointment types, classifications, and levels were reviewed. The CRD examined the documentation that the Cal Expo provided, which included Notice of Personnel Action (NOPA) forms, Request for Personnel Actions (RPA's), vacancy postings, certification lists, transfer movement worksheets, employment history records, correspondence, and probation reports. The Cal Expo did not conduct any unlawful appointment investigations during the compliance review period.

The Cal Expo's appointments were also selected for review to ensure the Cal Expo applied salary regulations accurately and correctly processed employees' compensation and pay. The CRD examined the documentation that the Cal Expo provided, which included employees' employment and pay history and any other relevant documentation such as certifications, degrees, and/or the appointee's application. Additionally, the CRD reviewed specific documentation for the following personnel functions related to compensation and pay: monthly pay differentials and alternate range movements. During the compliance review period, the Cal Expo did not issue or authorize red circle rate requests, arduous pay, bilingual pay, or out-of-class assignments.

The review of the Cal Expo's EEO program included examining written EEO policies and procedures; the EEO Officer's role, duties, and reporting relationship; the internal discrimination complaint process; the reasonable accommodation program; the discrimination complaint process; and the Disability Advisory Committee (DAC).

The Cal Expo's PSC's were also reviewed.² It was beyond the scope of the compliance review to make conclusions as to whether the Cal Expo's justifications for the contracts were legally sufficient. The review was limited to whether the Cal Expo's practices, policies, and procedures relative to PSC's complied with procedural requirements.

²If an employee organization requests the SPB to review any personal services contract during the SPB compliance review period or prior to the completion of the final compliance review report, the SPB will not audit the contract. Instead, the SPB will review the contract pursuant to its statutory and regulatory process. In this instance, none of the reviewed PSC's were challenged.

The Cal Expo's mandated training program was reviewed to ensure all employees required to file statements of economic interest were provided ethics training, that all supervisors, managers, and those serving in Career Executive Assignments (CEA) were provided leadership and development training, that all employees were provided sexual harassment prevention training. The Cal Expo did not report any officials with authority to represent the state in a tribal government-to-government consultation.

The CRD reviewed the Cal Expo's monthly internal audit process to verify all leave input into any leave accounting system was keyed accurately and timely and ensure the department certified that all leave records have been reviewed and corrected if necessary. The CRD selected a small cross-section of the Cal Expo's units in order to ensure they maintained accurate and timely leave accounting records. Part of this review also examined a cross-section of the Cal Expo's employees' employment and pay history, state service records, and leave accrual histories to ensure employees with non-qualifying pay periods did not receive vacation/sick leave and/or annual leave accruals or state service credit. Additionally, the CRD reviewed a selection of Cal Expo positive paid employees whose hours are tracked during the compliance review period in order to ensure that they adhered to procedural requirements. The Cal Expo did not authorize Administrative Time Off.

Moreover, the CRD reviewed the Cal Expo's policies and processes concerning nepotism, workers' compensation, and performance appraisals. The review was limited to whether the Cal Expo's policies and processes adhered to procedural requirements.

The CRD received and carefully reviewed the Cal Expo's written response on April 21, 2026, which is attached to this final compliance review report.

FINDINGS AND RECOMMENDATIONS

Appointments

In all cases not excepted or exempted by Article VII of the California Constitution, the appointing power must fill positions by appointment, including cases of transfers, reinstatements, promotions, and demotions in strict accordance with the Civil Service Act and Board rules. (Gov. Code, § 19050.) The hiring process for eligible candidates chosen for job interviews shall be competitive and be designed and administered to hire candidates who will be successful. (Cal. Code Regs., tit. 2, § 250, subd. (b).) Interviews shall be conducted using job-related criteria. (*Ibid.*) Persons selected for appointment shall satisfy the minimum qualifications of the classification to which he or she is

appointed or have previously passed probation and achieved permanent status in that same classification. (Cal. Code Regs., tit. 2, § 250, subd. (d).) While persons selected for appointment may meet some or most of the preferred or desirable qualifications, they are not required to meet all the preferred or desirable qualifications. (*Ibid.*) This section does not apply to intra-agency job reassignments. (Cal. Code Regs., tit. 2, § 250, subd. (e).)

For the purposes of temporary appointments, an employment list is considered not to exist where there is an open eligible list that has three or fewer names of persons willing to accept appointment and no other employment list for the classification is available. (Cal. Code Regs., tit. 2, § 265.) In such a situation, an appointing power may make a temporary appointment in accordance with section 265.1 (*Ibid.*) A Temporary Authorization Utilization (TAU) appointment shall not exceed nine months in a 12-month period. (Cal. Const., art. VII.) In addition, when a temporary appointment is made to a permanent position, an appropriate employment list shall be established for each class to which a temporary appointment is made before the expiration of the appointment. (Gov. Code, § 19058.)

During the period under review, January 1, 2025, through September 30, 2025, the Cal Expo made 146 appointments. The CRD reviewed 20 of these appointments, which are listed below:

Classification	Appointment Type	Tenure	Time Base	No. of Appts.
Associate Governmental Program Analyst	Certification List	Permanent	Full Time	2
Building Maintenance Worker	Certification List	Permanent	Full Time	1
Custodian I	Certification List	Permanent	Full Time	2
Information Technology Specialist I	Certification List	Permanent	Full Time	1
Maintenance Mechanic	Certification List	Permanent	Full Time	1
Park Aide (Seasonal)	TAU	Temporary	Intermittent	3
State Fair Worker, (Casual Employment) (Various)	TAU	Temporary	Intermittent	10

FINDING NO. 1	PROBATIONARY EVALUATIONS WERE NOT PROVIDED FOR ALL APPOINTMENTS REVIEWED AND SOME THAT WERE PROVIDED WERE UNTIMELY
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Summary: The Cal Expo did not provide 4 of the 18 probationary reports of performance reviewed by the CRD. In addition, the Cal Expo did not provide three probationary reports of performance in a timely manner.

Criteria: The service of a probationary period is required when an employee enters or is promoted in the state civil service by permanent appointment from an employment list; upon reinstatement after a break in continuity of service resulting from a permanent separation; or after any other type of appointment situation not specifically excepted from the probationary period. (Gov. Code, § 19171.) During the probationary period, the appointing power shall evaluate the work and efficiency of a probationer in the manner and at such periods as the department rules may require. (Gov. Code, § 19172.) A report of the probationer's performance shall be made to the employee at sufficiently frequent intervals to keep the employee adequately informed of progress on the job. (Cal. Code Regs., tit. 2, § 599.795.) A written appraisal of performance shall be made to the Department within 10 days after the end of each one-third portion of the probationary period. (*Ibid.*) The Board's record retention rules require that appointing powers retain all probationary reports for five years from the date the record is created. (Cal. Code Regs., tit. 2, § 26, subd. (a)(3).)

Equal Employment Opportunity

Each state agency is responsible for an effective EEO program. (Gov. Code, § 19790.) The appointing power for each state agency has the major responsibility for monitoring the effectiveness of its EEO program. (Gov. Code, § 19794.) To that end, the appointing power must issue a policy statement committed to EEO; issue procedures for filing, processing, and resolving discrimination complaints; and cooperate with the CalHR, in accordance with Civil Code section 1798.24, subdivisions (o) and (p), by providing access to all required files, documents and data necessary to carry out these mandates. (*Ibid.*) In addition, the appointing power must appoint, at the managerial level, an EEO Officer, who shall report directly to, and be under the supervision of, the director of the department

to develop, implement, coordinate, and monitor the department's EEO program. (Gov. Code, § 19795, subd. (a).)

Each state agency must establish a separate committee of employees who are individuals with a disability, or who have an interest in disability issues, to advise the head of the agency on issues of concern to employees with disabilities. (Gov. Code, § 19795, subd. (b)(1).) The department must invite all employees to serve on the committee and take appropriate steps to ensure that the final committee is comprised of members who have disabilities or who have an interest in disability issues. (Gov. Code, § 19795, subd. (b)(2).)

FINDING NO. 2	EQUAL EMPLOYMENT OPPORTUNITY PROGRAM COMPLIED WITH ALL CIVIL SERVICE LAWS AND BOARD RULES
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After reviewing the policies, procedures, and programs necessary for compliance with the EEO program's role and responsibilities according to statutory and regulatory guidelines, the CRD determined that the Cal Expo's EEO program provided employees with information and guidance on the EEO process including instructions on how to file discrimination claims. Furthermore, the EEO program outlines the roles and responsibilities of the EEO Officer, as well as supervisors and managers. The EEO Officer, who is at a managerial level, reports directly to the Executive Director of the Cal Expo. The Cal Expo also provided evidence of its efforts to promote EEO in its hiring and employment practices and to increase its hiring of persons with a disability.

Personal Services Contracts

A PSC includes any contract, requisition, or purchase order under which labor or personal services is a significant, separately identifiable element, and the business or person performing the services is an independent contractor that does not have status as an employee of the state. (Cal. Code Regs., tit. 2, § 547.59.) The California Constitution has an implied civil service mandate limiting the state's authority to contract with private entities to perform services the state has historically or customarily performed. Government Code section 19130, subdivision (a), however, codifies exceptions to the civil service mandate where PSC's achieve cost savings for the state. PSC's that are of a type enumerated in subdivision (b) of Government Code section 19130 are also permissible. Subdivision (b) contracts include, but are not limited to, private contracts for a new state function, services that are not available within state service, services that are incidental to a contract for the purchase or lease of real or personal property, and services that are of an urgent, temporary, or occasional nature.

For cost-savings PSC's, a state agency is required to notify SPB of its intent to execute such a contract. (Gov. Code, § 19131.) For subdivision (b) contracts, the SPB reviews the adequacy of the proposed or executed contract at the request of an employee organization representing state employees. (Gov. Code, § 19132.)

During the period under review, April 1, 2025, through December 31, 2025, the Cal Expo had 33 PSC's that were in effect. The CRD reviewed 20 of these, which are listed below:

Vendor	Services	Contract Amount	Justification Identified?	Union Notification?
4 Wall Entertainment, Inc.	Heart Health Park Staging Equipment	\$1,070,400	Yes	Yes
American Global Security, Inc.	Interim Event Unarmed Security	\$750,000	Yes	Yes
Ascent Environmental, Inc. dba Ascent	Racetrack Facility Project, Environmental Analysis	\$49,725	Yes	No
Bar None Group	State Fair Concert Audio	\$145,500	Yes	Yes
Diversified Stage, Inc.	State Fair Concert Video	\$207,000	Yes	Yes
Diversified Stage, Inc.	State Fair Concert Lighting	\$156,000	Yes	Yes
Duston Dougherty Electric	Electrical Work at Main Gate	\$55,780	Yes	No
Jack Davenport Sweeping Services, inc.	State Fair Power Sweeping Services	\$260,250	Yes	No
JR Sharp Construction, Inc.	Electrical Refeed at Expo Center	\$16,000	Yes	No
Kells Fire Protection Services, Inc.	Sprinkler System Repair	\$89,010	Yes	No
Northwest Cascade Inc dba Honey Bucket	Heart Health Park Portable Toilet Rental Services	\$293,285	Yes	No
Prolific Protection Group	State Fair Concert Security	\$660,000	Yes	Yes
Prolific Protection Group, Inc. dba PPG	Security Patrol Services	\$350,000	Yes	No

Vendor	Services	Contract Amount	Justification Identified?	Union Notification?
Sacramento Stage Lighting	State Fair Carpet, Pipe And Drape	\$29,666	Yes	No
Security Contractor Services, Inc.	Heart Health Park Security Fencing Rental Services	\$9,990	Yes	No
Shaw Law Group, PC	Legal Consultation Services for Human Resources	\$49,950	Yes	No
Sierra Building Systems Inc.	Fire Alarm Monitoring	\$189,540	Yes	No
The Fire Sprinkler Company	Fire Sprinkler Inspections	\$38,340	Yes	No
Thomas E. Dunn	Monorail Maintenance	\$99,500	Yes	Yes
Tim McPartland dba ATM Engineering	Seismic Review at the Racetrack Grandstands	\$48,640	Yes	No

FINDING NO. 3	UNIONS WERE NOT NOTIFIED OF PERSONAL SERVICES CONTRACTS³
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Summary: The Cal Expo did not notify unions prior to entering into 13 of the 20 PSC’s reviewed.

Criteria: Before a state agency executes a contract or amendment to a contract for personal services conditions specified within Government Code section 19130, subdivision (b), the agency shall notify all organizations that represent state employees who perform or could perform the type of work that is called for within the contract, unless exempted under Government Code section 19132, subdivision (b)(1). (Cal. Code Regs., tit. 2, § 547.60.2.)

Mandated Training

Each member, officer, or designated employee of a state agency who is required to file a statement of economic interest (referred to as “filers”) because of the position he or she

³ Repeat finding; see reports dated December 23, 2022, and July 24, 2020.

holds with the agency is required to take an orientation course on the relevant ethics statutes and regulations that govern the official conduct of state officials. (Gov. Code, §§ 11146 & 11146.1.) State agencies are required to offer filers the orientation course on a semi-annual basis. (Gov. Code, § 11146.1.) New filers must be trained within six months of appointment and at least once during each consecutive period of two calendar years, commencing on the first odd-numbered year thereafter. (Gov. Code, § 11146.3.)

Upon the initial appointment of any employee designated in a supervisory position, the employee shall be provided a minimum of 80 hours of training, as prescribed by the CalHR. (Gov. Code, § 19995.4, subd. (b).) The training addresses such topics as the role of the supervisor, techniques of supervision, performance standards, and sexual harassment and abusive conduct prevention. (Gov. Code, §§ 12950.1, subds. (a) and (b), & 19995.4, subd. (b).) Additionally, the training must be successfully completed within the term of the employee's probationary period or within six months of the initial appointment, unless it is demonstrated that to do so creates additional costs or that the training cannot be completed during this time period due to limited availability of supervisory training courses. (Gov. Code, § 19995.4, subd. (c).)

Within 12 months of the initial appointment of an employee to a management or CEA position, the employee shall be provided leadership training and development, as prescribed by CalHR. (Gov. Code, § 19995.4, subds. (d) & (e).) For management employees the training must be a minimum of 40 hours and for CEAs the training must be a minimum of 20 hours. (*Ibid.*)

New employees must be provided sexual harassment prevention training within six months of appointment. Thereafter, each department must provide its supervisors two hours of sexual harassment prevention training and non-supervisors one hour of sexual harassment prevention training every two years. (Gov. Code, § 12950.1, subds. (a) and (b); Gov. Code, § 19995.4.)

The Legislature encourages the state and its agencies to consult on a government-to-government basis with federally recognized tribes and with nonfederally recognized tribes and tribal organizations in order to allow tribal officials the opportunity to provide meaningful and timely input in the development of policies, programs, and projects that have tribal implications. (Gov. Code, § 11019.81, sub. (c).) Each official specified in

Government Code section 11019.81 subdivision (f)⁴ shall complete tribal consultations training by January 1, 2025, or, for officials appointed after that date, within six months of their appointment or confirmation of appointment, whichever is later. (Gov. Code, § 11019.81, sub. (h).) Each official shall retake the training annually. (*Ibid.*)

The Board may conduct reviews of any appointing power's personnel practices to ensure compliance with civil service laws and Board regulations. (Gov. Code, § 18661, subd. (a).) In particular, the Board may audit personnel practices related to such matters as selection and examination procedures, appointments, promotions, the management of probationary periods, and any other area related to the operation of the merit principle in state civil service. (*Ibid.*) Accordingly, the CRD reviews documents and records related to training that appointing powers are required by the afore-cited laws to provide its employees.

The CRD reviewed the Cal Expo's mandated training program that was in effect during the compliance review period, January 1, 2024, through December 31, 2025.

FINDING NO. 4	ETHICS TRAINING WAS NOT PROVIDED FOR ALL FILERS⁵
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Summary: The Cal Expo did not provide ethics training to 11 of 12 existing filers. In addition, the Cal Expo did not provide ethics training to their two new filers within six months of their appointment.

Criteria: New filers must be provided ethics training within six months of appointment. Existing filers must be trained at least once during each consecutive period of two calendar years commencing on the first odd-numbered year thereafter. (Gov. Code, § 11146.3, subd. (b).)

⁴ Within the executive branch, the following officials have authority to represent the state in a tribal government-to-government consultation: the governor, the attorney general, each constitutional officer and statewide elected official, the director of each state agency and department, the chair and executive officer of each state commission and task force, and the chief counsel of any state agency. (Gov. Code, § 11019.81, sub. (f) (1).) Each authorized official may formally designate another agency official to conduct preliminary tribal consultations, and each designated official may have the authority to act on behalf of the state during a government-to-government consultation. (Gov. Code, § 11019.81, sub. (f) (2).)

⁵ Repeat finding; see reports dated December 23, 2022, and July 24, 2020.

FINDING NO. 5	SUPERVISORY TRAINING WAS NOT PROVIDED FOR ALL SUPERVISORS, MANAGERS, AND CEAs⁶
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Summary: The Cal Expo did not provide basic supervisory training to their one new supervisor within 12 months of appointment.

Criteria: Each department must provide its new supervisors a minimum of 80 hours of supervisory training within the probationary period.(Gov. Code, § 19995.4, subd. (b).)

FINDING NO. 6	SEXUAL HARASSMENT PREVENTION TRAINING WAS NOT PROVIDED FOR ALL EMPLOYEES⁷
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Summary: The Cal Expo did not provide sexual harassment prevention training to 1 of 20 existing supervisors every 2 years. In addition, the Cal Expo did not provide sexual harassment prevention training to 43 of 46 existing non-supervisors every 2 years.

Criteria: Each department must provide its supervisors two hours of sexual harassment prevention training every two years and non-supervisory employees one hour of sexual harassment prevention training every two years. New employees must be provided sexual harassment prevention training within six months of appointment. (Gov. Code, § 12950.1, subds. (a) and (b); Gov. Code § 19995.4.)

Compensation and Pay

Salary Determination

The pay plan for state civil service consists of salary ranges and steps established by CalHR. (Cal. Code Regs., tit. 2, § 599.666.) Several salary rules dictate how departments calculate and determine an employee’s salary rate⁸ upon appointment depending on the appointment type, the employee’s state employment and pay history, and tenure.

Typically, agencies appoint employees to the minimum rate of the salary range for the class. Special provisions for appointments above the minimum exist to meet special

⁶ Repeat finding; see reports dated December 23, 2022, and July 24, 2020.
⁷ Repeat finding; see reports dated December 23, 2022, and July 24, 2020.
⁸ “Rate” is any one of the salary rates in the resolution by CalHR which establishes the salary ranges and steps of the Pay Plan (Cal. Code Regs., tit. 2, section 599.666).

recruitment needs and to accommodate employees who transfer into a class from another civil service class and are already receiving salaries above the minimum.

During the period under review, January 1, 2025, through September 30, 2025, the Cal Expo made 146 appointments. The CRD reviewed seven of these appointments to determine if the Cal Expo applied salary regulations accurately and correctly processed employees' compensation.

FINDING NO. 7	SALARY DETERMINATIONS COMPLIED WITH CIVIL SERVICE LAWS, BOARD RULES, AND CALHR POLICIES AND GUIDELINES
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The CRD found no deficiencies in the salary determinations that were reviewed. The Cal Expo appropriately calculated and keyed the salaries for each appointment and correctly determined employees' anniversary dates ensuring that subsequent merit salary adjustments will satisfy civil service laws, Board rules and CalHR policies and guidelines.

Alternate Range Movement Salary Determination (within same classification)

If an employee qualifies under established criteria and moves from one alternate range to another alternate range of a class, the employee shall receive an increase or a decrease equivalent to the total of the range differential between the maximum salary rates of the alternate ranges. (Cal. Code Regs., tit. 2, § 599.681.) However, in many instances, the CalHR provides salary rules departments must use when employees move between alternate ranges. These rules are described in the alternate range criteria. (CalHR Pay Scales). When no salary rule or method is cited in the alternate range criteria, departments must default to Rule 599.681.

During the period under review, January 1, 2025, through September 30, 2025, the Cal Expo employees made three alternate range movements within a classification. The CRD reviewed all three of these alternate range movements to determine if the Cal Expo applied salary regulations accurately and correctly processed each employee's compensation, which are listed below:

Classification	Prior Range	Current Range	Salary (Monthly Rate)
Information Technology Specialist I	A	B	\$8,787
Information Technology Specialist I	A	B	\$7,320

Classification	Prior Range	Current Range	Salary (Monthly Rate)
Staff Services Analyst	B	C	\$5,014

FINDING NO. 8	ALTERNATE RANGE MOVEMENTS COMPLIED WITH CIVIL SERVICE LAWS, BOARD RULES, AND CALHR POLICIES AND GUIDELINES
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The CRD determined that the alternate range movements the Cal Expo made during the compliance review period, satisfied civil service laws, Board rules and CalHR policies and guidelines.

Pay Differentials

A pay differential is special additional pay recognizing unusual competencies, circumstances, or working conditions applying to some or all incumbents in select classes. A pay differential may be appropriate in those instances when a subgroup of positions within the overall job class might have unusual circumstances, competencies, or working conditions that distinguish these positions from other positions in the same class. Typically, pay differentials are based on qualifying pay criteria such as: work locations or shift assignments; professional or educational certification; temporary responsibilities; special licenses, skills or training; performance-based pay; incentive-based pay; or, recruitment and retention. (Classification and Pay Manual Section 230.)

California State Civil Service Pay Scales Section 14 describes the qualifying pay criteria for the majority of pay differentials. However, some of the alternate range criteria in the pay scales function as pay differentials. Generally, departments issuing pay differentials should, in order to justify the additional pay, document the following: the effective date of the pay differential, the collective bargaining unit identifier, the classification applicable to the salary rate and conditions along with the specific criteria, and any relevant documentation to verify the employee meets the criteria.

During the period under review, January 1, 2025, through September 30, 2025, the Cal Expo authorized one pay differential⁹. The CRD reviewed the pay differential to ensure compliance with applicable CalHR policies and guidelines, which is listed below:

⁹ For the purposes of CRD's review, only monthly pay differentials were selected for review at this time.

Classification	Pay Differential	Monthly Amount
Chief Engineer II	435	\$100

FINDING NO. 9	PAY DIFFERENTIAL AUTHORIZATIONS COMPLIED WITH CIVIL SERVICE LAWS, BOARD RULES, AND CALHR POLICIES AND GUIDELINES
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The CRD found no deficiencies in the pay differential that the Cal Expo authorized during the compliance review period. The Pay differential was issued correctly in recognition of unusual competencies, circumstances, or working conditions in accordance with applicable rules and guidelines.

Leave

Positive Paid Employees

Actual Time Worked (ATW) is a method that can be used to keep track of a Temporary Authorization Utilization (TAU) employee's time to ensure that the Constitutional limit of 9 months in any 12 consecutive months is not exceeded. The ATW method of counting time is used to continue the employment status for an employee until the completion of an examination, for seasonal type work, while attending school, or for consulting services.

An employee is appointed TAU-ATW when he/she is not expected to work all the working days of a month. When counting 189 days, every day worked, including partial days¹⁰ worked and paid absences¹¹, are counted. (Cal. Code Regs., tit. 2, § 265.1, subd. (b).) The hours worked in one day are not limited by this rule. (*Ibid.*) The 12-consecutive month timeframe begins by counting the first pay period worked as the first month of the 12-consecutive month timeframe. (*Ibid.*) The employee shall serve no longer than 189 days in a 12 consecutive month period. (*Ibid.*) A new 189-days working limit in a 12-consecutive month timeframe may begin in the month immediately following the month that marks the end of the previous 12-consecutive month timeframe. (*Ibid.*)

It is an ATW appointment because the employee does not work each workday of the month, and it might become desirable or necessary for the employee to work beyond nine calendar months. The appointing power shall monitor and control the days worked to

¹⁰ For example, two hours or ten hours count as one day.

¹¹ For example, vacation, sick leave, compensating time off, etc.

ensure the limitations set forth are not exceeded. (Cal. Code Regs., tit. 2, § 265.1, subd. (f).)

For student assistants, graduate student assistants, youth aides, and seasonal classifications a maximum work-time limit of 1500 hours within 12 consecutive months may be used rather than the 189-day calculation. (Cal. Code Regs., tit. 2, § 265.1, subd. (d).)

Additionally, according to Government Code section 21224, retired annuitant appointments shall not exceed a maximum of 960 hours in any fiscal year (July-June), regardless of the number of state employers, without reinstatement, loss or interruption of benefits.

At the time of the review, the Cal Expo had 625 positive paid employees whose hours were tracked. The CRD reviewed 25 of these positive paid appointments to ensure compliance with applicable laws, regulations, policies and guidelines, which are listed below:

Classification	Tenure	Time Frame	Hours Worked
Lieutenant, State Fair Police	Retired Annuitant	Fiscal Year	950
Security Guard	Retired Annuitant	Fiscal Year	950.5
Sergeant, State Fair Police	Retired Annuitant	Fiscal Year	932.75
State Fair Worker	Retired Annuitant	Fiscal Year	924
State Fair Worker	Retired Annuitant	Fiscal Year	927.75
State Fair Worker	Retired Annuitant	Fiscal Year	929
State Fair Worker	Retired Annuitant	Fiscal Year	954.75
State Fair Worker	Retired Annuitant	Fiscal Year	949
State Fair Worker	Retired Annuitant	Fiscal Year	951.5
State Fair Worker	Retired Annuitant	Fiscal Year	960
Park Aide (Seasonal)	Temporary	12 Consecutive Months	1492.00

Classification	Tenure	Time Frame	Hours Worked
Park Aide (Seasonal)	Temporary	12 Consecutive Months	1509.50
Park Aide (Seasonal)	Temporary	12 Consecutive Months	1568.50
Park Aide (Seasonal)	Temporary	12 Consecutive Months	1751.25
Police Officer (Seasonal)	Temporary	12 Consecutive Months	1494.00
Senior Park Aide	Temporary	12 Consecutive Months	1497.00
State Fair Activity Supervisor	Temporary	12 Consecutive Months	1458.00
State Fair Worker	Temporary	12 Consecutive Months	1490.25
State Fair Worker	Temporary	12 Consecutive Months	1488.75
State Fair Worker	Temporary	12 Consecutive Months	1491.50
State Fair Worker	Temporary	12 Consecutive Months	1449.50
State Fair Worker	Temporary	12 Consecutive Months	1500.00
State Fair Worker	Temporary	12 Consecutive Months	1525.50
State Fair Worker	Temporary	12 Consecutive Months	1580.50
State Fair Worker	Temporary	12 Consecutive Months	1808.50

FINDING NO. 10	POSITIVE PAID TEMPORARY EMPLOYEES' WORK EXCEEDED TIME LIMITATIONS¹²
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Summary: The Cal Expo did not consistently monitor the actual number of hours worked to ensure that 6 positive paid employees did not exceed the 1,500-hour limitation in any 12-consecutive month period.

Criteria: If any employee is appointed to an intermittent time base position on a TAU basis, there are two controlling time limitations that must be considered. The first controlling factor is the constitutional limit of nine months in any 12 consecutive months for temporary

¹² Repeat finding; see reports dated December 23, 2022, and July 24, 2020.

appointments that cannot be extended for any reason. (Cal Const., art. VII, § 5.) Time worked shall be counted on a daily basis with every 21 days worked counting as one month or 189 days equaling nine months. (Cal. Code Regs., tit. 2, § 265.1, subd. (b).) Another controlling factor limits the maximum work time for student, youth, and seasonal classifications to 1,500 hours. (Cal. Code Regs., tit. 2, § 265.1, subd. (d).)

Leave Accounting

Departments are directed to create a monthly internal audit process to verify all leave input into any leave accounting system is keyed accurately and timely. (Human Resources Manual Section 2101.) Departments shall create an audit process to review and correct leave input errors on a monthly basis. The review of leave accounting records shall be completed by the pay period following the pay period in which the leave was keyed into the leave accounting system. (*Ibid.*) If an employee's attendance record is determined to have errors or it is determined that the employee has insufficient balances for a leave type used, the attendance record must be amended. (*Ibid.*) Attendance records shall be corrected by the pay period following the pay period in which the error occurred. (*Ibid.*) Accurate and timely attendance reporting is required of all departments and is subject to audit. (*Ibid.*)

During the period under review, July 1, 2025, through September 30, 2025, the Cal Expo reported 20 units. The CRD reviewed 14 units within 3 pay periods to ensure compliance with applicable laws, regulations and CalHR policy and guidelines.

FINDING NO. 11	LEAVE ACCOUNTING COMPLIED WITH CIVIL SERVICE LAWS, BOARD RULES, AND/OR CALHR POLICIES AND GUIDELINES
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The CRD reviewed leave records from three different leave periods to ensure compliance with applicable laws, regulations and CalHR policy and guidelines. Based on our review, the CRD found no deficiencies. The Cal Expo utilized a monthly internal audit process to verify all leave input into any leave accounting system was keyed accurately and timely.

State Service

The state recognizes two different types of absences while an employee is on pay status, paid or unpaid. The unpaid absences can affect whether a pay period is a qualifying or non-qualifying pay period for state service and leave accruals.

Generally, an employee who has 11 or more working days of service in a monthly pay period shall be considered to have a complete month, a month of service, or continuous service.¹³ (Cal. Code Regs., tit. 2, § 599.608.) Full time and fractional employees who work less than 11 working days in a pay period will have a non-qualifying month and will not receive state service or leave accruals for that month.

Hourly or daily rate employees working at a department in which the full-time workweek is 40 hours who earn the equivalent of 160 hours of service in a monthly pay period or accumulated pay periods shall be considered to have a complete month, a month of service, or continuous service. (Cal. Code Regs., tit. 2, § 599.609.)

For each qualifying monthly pay period, the employee shall be allowed credit for vacation with pay on the first day of the following monthly pay period. (Cal. Code Regs., tit. 2, § 599.608.) When computing months of total state service to determine a change in the monthly credit for vacation with pay, only qualifying monthly pay periods of service before and after breaks in service shall be counted. (Cal. Code Regs., tit. 2, § 599.739.) Portions of non-qualifying monthly pay periods of service shall not be counted nor accumulated. (*Ibid.*) On the first day following a qualifying monthly pay period, excluded employees¹⁴ shall be allowed credit for annual leave with pay. (Cal. Code Regs., tit. 2, § 599.752.)

Permanent intermittent employees also earn leave credits on the pay period following the accumulated accrual of 160 hours worked. Hours worked in excess of 160 hours in a monthly pay period, are not counted or accumulated towards leave credits.

During the period under review, April 1, 2025, through December 31, 2025, the Cal Expo had one employee with a qualifying and/or non-qualifying pay period transaction. The

¹³ Government Code sections 19143, 19849.9, 19856.1, 19858.1, 19859, 19861, 19863.1, and 19997.4 and California Code of Regulations, title 2, sections 599.609, 599.682, 599.683, 599.685, 599.687, 599.737, 599.738, 599.739, 599.740, 599.746, 599.747, 599.776.1, 599.787, 599.791, 599.840 and 599.843 provide further clarification for calculating state time.

¹⁴ As identified in Government Code sections 19858.3, subdivisions (a), (b), or (c), or as it applies to employees excluded from the definition of state employee under Government Code section 3513, subdivision (c), or California Code of Regulations, title 2, section 599.752, subdivision (a), and appointees of the Governor as designated by the Department and not subject to section 599.752.1.

CRD reviewed the transaction to ensure compliance with applicable laws, regulations and CalHR policy and guidelines.

FINDING NO. 12	SERVICE AND LEAVE TRANSACTIONS COMPLIED WITH CIVIL SERVICE LAWS, BOARD RULES, AND/OR CALHR POLICIES AND GUIDELINES
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The CRD determined that the Cal Expo ensured employees with non-qualifying pay periods did not receive vacation/sick leave, annual leave, and/or state service accruals. The CRD found no deficiencies in this area.

Policy and Processes

Nepotism

It is the policy of the State of California to hire, transfer, and promote all employees on the basis of merit and fitness in accordance with civil service statutes, rules and regulations. Nepotism is expressly prohibited in the state workplace because it is antithetical to California's merit based civil service. (Cal. Code Regs., tit. 2, § 87.) (*Ibid.*) All appointing powers shall adopt an anti-nepotism policy that includes the following components: (1) a statement that the appointing power is committed to merit-based hiring and that nepotism is antithetical to a merit-based civil service system; (2) a definition of "nepotism" as an employee's use of influence or power to hire, transfer, or promote an applicant or employee because of a personal relationship; (3) a definition of "personal relationship" as persons related by blood, adoption, current or former marriage, domestic partnership or cohabitation; (4) a statement that prohibits participation in the selection of an applicant for employment by anyone who has a personal relationship with the applicant, as defined in section 83.6; (5) a statement that prohibits the direct or first-line supervision of an employee with whom the supervisor has a personal relationship, as defined in section 83.6; (6) a process for addressing issues of direct supervision when personal relationships between employees exist. (*Ibid.*)

FINDING NO. 13	NEPOTISM POLICY COMPLIED WITH CIVIL SERVICE LAWS, BOARD RULES, AND/OR CALHR POLICIES AND GUIDELINES
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The CRD verified that the policy was disseminated to all staff and emphasized the Cal Expo's commitment to the state policy of hiring, transferring, and promoting employees on the basis of merit. Additionally, the Cal Expo's nepotism policy was comprised of specific and sufficient components intended to prevent favoritism, or bias, based on a personal relationship from unduly influencing employment decisions.

Workers' Compensation

Employers shall provide to every new employee, either at the time of hire or by the end of the first pay period, written notice concerning the rights, benefits, and obligations under workers' compensation law. (Cal. Code Regs., tit. 8, § 9880, subd. (a).) This notice shall include the right to predesignate their personal physician or medical group; a form that the employee may use as an optional method for notifying the employer of the name of employee's "personal physician," as defined by Labor Code section 4600. (Cal. Code Regs., tit. 8, § 9880, subd. (c)(7) & (8).) Additionally, within one working day of receiving notice or knowledge that the employee has suffered a work-related injury or illness, employers shall provide a claim form and notice of potential eligibility for benefits to the injured employee. (Labor Code, § 5401, subd. (a).)

Public employers may choose to extend workers' compensation coverage to volunteers that perform services for the organization. (Human Resources Manual Section 1415.) Workers' compensation coverage is not mandatory for volunteers as it is for employees. (*Ibid.*) This is specific to the legally uninsured state departments participating in the Master Agreement. (*Ibid.*) Departments with an insurance policy for workers' compensation coverage should contact their State Compensation Insurance Fund (State Fund) office to discuss the status of volunteers. (*Ibid.*)

FINDING NO. 14	WORKERS' COMPENSATION PROCESS COMPLIED WITH CIVIL SERVICE LAWS, BOARD RULES, AND/OR CALHR POLICIES AND GUIDELINES
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The CRD verified that the Cal Expo provides notice to their employees to inform them of their rights and responsibilities under California's Workers' Compensation Law. Furthermore, the CRD verified that when the Cal Expo received workers' compensation claims, they properly provided claim forms within one working day of notice or knowledge of injury.

Performance Appraisals

According to Government Code section 19992.2, subdivision (a), appointing powers must "prepare performance reports." Furthermore, California Code of Regulations, title 2, section 599.798, directs supervisors to conduct written performance appraisals and discuss overall work performance with permanent employees at least once in each twelve calendar months after the completion of the employee's probationary period.

The CRD selected 18 permanent Cal Expo employees to ensure that the department was conducting performance appraisals on an annual basis in accordance with applicable laws, regulations, policies and guidelines.

FINDING NO. 15	PERFORMANCE APPRAISALS WERE NOT PROVIDED TO ALL EMPLOYEES
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Summary: The Cal Expo did not provide annual performance appraisals to 7 of 18 employees reviewed after the completion of the employee’s probationary period.

Criteria: Appointing powers shall prepare performance reports and keep them on file as prescribed by department rule. (Gov. Code, § 19992.2, subd. (a).) Each supervisor, as designated by the appointing power, shall make an appraisal in writing and shall discuss with the employee overall work performance at least once in each twelve calendar months following the end of the employee's probationary period. (Cal. Code Regs., tit. 2, § 599.798.)

DEPARTMENTAL RESPONSE

The Cal Expo’s departmental response is attached as Attachment 1.

CORRECTIVE ACTIONS

A written corrective action response addressing all areas identified as out of compliance, along with supporting documentation demonstrating the implementation of the specified corrective actions, must be submitted to the CRD within 90 days of the date of this report.



April 29, 2026

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

Dear Ms. Ambrose,

The California Exposition & State Fair (Cal Expo) appreciates the State Personnel Board's thorough compliance audit received on April 6, 2026. Cal Expo views this as an opportunity to strengthen processes and to ensure we work towards meeting compliancy standards.

Please review Cal Expo's responses to the findings:

FINDING NO. 1 - PROBATIONARY EVALUATIONS WERE NOT PROVIDED FOR ALL APPOINTMENTS REVIEWED AND SOME THAT WERE PROVIDED WERE UNTIMELY

Cause: Cal Expo currently notifies and advises all supervisors and managers of the requirement of completing probationary evaluations; however, supervisors failed to provide these reports when notified.

Response: Cal Expo makes a good faith effort to notify and advise all supervisors and managers of the requirements of completing probationary evaluations. We also recognize the importance of timely probationary evaluations to ensure merit-based employment and to provide employees with important performance feedback.

The Personnel office has enhanced our tracking system that will allow the training coordinator to process monthly reports listing outstanding probationary evaluations along with increasing the frequency of reminders. These reports are distributed directly to the relevant department managers and the Personnel Officer to ensure immediate follow-up. When required, summaries of any delinquent reports will be submitted to the Chief Executive Officer for review. Cal Expo is also scanning and attaching the employees' training certificates to their individual personnel files.

FINDING NO. 2 - EQUAL EMPLOYMENT OPPORTUNITY PROGRAM COMPLIED WITH ALL CIVIL SERVICE LAWS AND BOARD RULES

In compliance.

FINDING NO. 3 - UNIONS WERE NOT NOTIFIED OF PERSONAL SERVICES CONTRACTS

Cause: Cal Expo did not notify unions prior to entering into 13 of the 20 PSC's reviewed.

Response: Cal Expo, is an enterprise agency and an event and entertainment venue, and is required to have certain security contracts in place to ensure safety of its visitors and the public. Two of the thirteen contracts fell into the emergency category, and we were not given enough time to notify the union. It would have been an "after the fact" notification.

Another two contracts (Ascent Environmental, Inc. dba Ascent, Tim McPartland dba ATM Engineering), were considered emergency contracts for the racetrack/grandstands area. Due to the nature and confidentiality of this project with Sac State, these were emergency contracts as well. We did not have enough time to notify the Union.

The remaining contracts were inadvertently overlooked and timing prevented the contracts staff from submitting the union notifications in a timely manner.

FINDING NO. 4 - ETHICS TRAINING WAS NOT PROVIDED FOR ALL FILERS

Cause: Due to a Personnel staff transition, there was an oversight in the tracking and documenting of mandated training for all filers. This resulted in 11 of 12 existing filers not completing the training.

Response: Cal Expo recognizes the statutory requirement that all employees required to file statements of economic interests must complete ethics training within six months of their hire date and once during every two-year period.



Cal Expo has completed a review of all current filers for the 2025-2026 year cycle. As of April 2026, 100% of our designated filers are in compliance with their ethics training requirements. The Personnel office has created a tracking system that monitors the biennial training dates and lists all upcoming due dates. Cal Expo's training coordinator notifies all filers 60 days in advance of the new cycle period. Cal Expo is also scanning and attaching the employees' training certificates to their individual personnel files.

FINDING NO. 5 - SUPERVISORY TRAINING WAS NOT PROVIDED FOR ALL SUPERVISORS, MANAGERS, AND CEAs

Cause: Cal Expo currently notifies and advises all supervisors and managers of the requirement of completing Leadership training; however, supervisors failed to attend training in a timely manner.

Response: The Personnel office has verified that the supervisor identified in this audit has successfully completed the required training as of 12/31/2025. A copy of the completed certification has been placed in the employee's Official Personnel File. The Personnel office has created a tracking system for mandatory leadership and supervisory training. This system allows the training coordinator to identify required training based on appointment dates and classifications. The training coordinator sends employees and their respective managers training notifications in advance of the 12-month deadline to ensure training is scheduled and completed timely. When required, summaries of any delinquent training will be submitted to the Chief Executive Officer for review. Cal Expo is also scanning and attaching the employees' training certificates to their individual personnel files.

FINDING NO. 6 - SEXUAL HARASSMENT PREVENTION TRAINING WAS NOT PROVIDED FOR ALL EMPLOYEES

Cause: Cal Expo currently has a notification process in place that advises all supervisors and managers of the requirement of completing Sexual Harassment Prevention training; however, the Personnel office has increased the frequency of the notifications to management.

Response: Cal Expo makes a good faith effort to notify and advise all supervisors and managers of the requirements of completing Sexual Harassment Prevention Training



(SHPT). We also recognize the importance of maintaining a workplace free from harassment and the necessity of Sexual Harassment Prevention Training for all staff.

The Personnel office has streamlined our current tracking system that will allow the training coordinator to process monthly reports. These reports monitor completion dates for the 2-hour supervisory and 1-hour non-supervisory required training. These reports are distributed directly to the relevant department managers and the Personnel Officer to ensure completion. When required, summaries of any delinquent reports will be submitted to the Chief Executive Officer for review. Cal Expo is also scanning and attaching the employees' training certificates to their individual personnel files.

FINDING NO. 7 – SALARY DETERMINATIONS COMPLIED WITH CIVIL SERVICE LAWS, BOARD RULES, AND CALHR POLICIES AND GUIDELINES

In compliance.

FINDING NO. 8 - ALTERNATE RANGE MOVEMENTS COMPLIED WITH CIVIL SERVICE LAWS, BOARD RULES, AND CALHR POLICIES AND GUIDELINES

In compliance.

FINDING NO. 9 - PAY DIFFERENTIAL AUTHORIZATIONS COMPLIED WITH CIVIL SERVICE LAWS, BOARD RULES, AND CALHR POLICIES AND GUIDELINES

In compliance.



FINDING NO. 10 - POSITIVE PAID TEMPORARY EMPLOYEES' WORK EXCEEDED TIME LIMITATIONS

Cause: Existing monitoring procedures lacked real-time alerts from the Personnel office. Scheduling staff were unaware of how close intermittent employees were to the 1,500-hour limitation.

Response: Cal Expo currently tracks and reports intermittent employee hours (positive pay) to each department monthly. Moving forward, the Personnel office will implement a notification process to alert staff that are responsible for scheduling at earlier intervals. To prevent employees from approaching the 1,500-hour limitation, the Personnel office will send notifications to management and scheduling staff of employees approaching the hour limitation, if necessary. This is to allow for a schedule adjustment and ensure the work hours do not exceed the hour limitations.

FINDING NO. 11 - LEAVE ACCOUNTING COMPLIED WITH CIVIL SERVICE LAWS, BOARD RULES, AND/OR CALHR POLICIES AND GUIDELINES

In compliance.

FINDING NO. 12 - SERVICE AND LEAVE TRANSACTIONS COMPLIED WITH CIVIL SERVICE LAWS, BOARD RULES, AND/OR CALHR POLICIES AND GUIDELINES

In compliance.

FINDING NO. 13 - NEPOTISM POLICY COMPLIED WITH CIVIL SERVICE LAWS, BOARD RULES AND/OR CALHR POLICIES AND GUIDELINES

In compliance.



FINDING NO. 14 - WORKERS' COMPENSATION PROCESS COMPLIED WITH CIVIL SERVICE LAWS, BOARD RULES, AND/OR CALHR POLICIES AND GUIDELINES

In compliance.

FINDING NO. 15 - PERFORMANCE APPRAISALS WERE NOT PROVIDED TO ALL EMPLOYEES

Cause: The Cal Expo currently notifies and advises all supervisors and managers of the requirement of completing performance appraisals; however, supervisors failed to provide these reports when notified.

Response: Cal Expo makes a good faith effort to notify and advise all supervisors and managers of the requirements of completing performance appraisals.

The Personnel office has created a tracking system that will allow the training coordinator to process monthly reports listing outstanding performance appraisals. These reports are distributed directly to the relevant department managers and the Personnel Officer to ensure immediate follow-up. When required, summaries of any delinquent reports will be submitted to the Chief Executive Officer for review. Cal Expo is also scanning and attaching the employees' reports to their individual personnel files.

Thank you for the opportunity to respond to the Compliance Review report and we thank the Compliance Review Division for their support and guidance throughout this review. If you need any additional information, please contact me at (916) 263-3114.

Sincerely,

Stephanie Dyer

Stephanie L. Dyer
Personnel Officer
California Exposition & State Fair