

DATE: July 31, 2000

TO: ALL STATE AGENCIES AND EMPLOYEE ORGANIZATIONS
DEPARTMENTAL DIRECTORS
ADMINISTRATIVE SERVICES DIVISION CHIEFS

SUBJECT: MANDATORY STATE PERSONNEL BOARD REVIEW OF VACANT
CAREER EXECUTIVE ASSIGNMENT POSITIONS PRIOR TO REFILLING

The purpose of this memorandum is to bring to your attention language that is contained in the 2000 Budget Act for the State Personnel Board (SPB). The requirement for SPB review and approval of vacant Career Executive Assignment (CEA) positions created or converted during the period from June 30, 1995 to January 1, 1999, will continue through the 2000/01 Fiscal Year.

Specifically, Item 1880-001-0001--State Personnel Board states:

- "1. Career Executive Assignment Conversions. The State Personnel Board shall review each Career Executive Assignment (CEA) position created or converted from June 30, 1995 to January 1, 1999 at the time that it becomes vacant to ascertain whether it meets current standards for CEA positions and whether or not that CEA position shall be retained or eliminated."

Pursuant to the above language, departments must submit a copy of the key position description (including the position number), duty statement and current departmental organizational chart to the SPB for approval before any vacancy in a CEA position, which was created or converted during the specified period of time, can be refilled. SPB review is required to determine whether the organizational level and policy responsibilities of the position meet the intent of Government Code Section 18547. Prior SPB approval is necessary whether or not there has been any change in the duties and responsibilities of the position.

Questions regarding this memorandum may be directed to Patricia Embly at (916) 657-2389, Calnet 437-2389 or TDD (916) 653-1498.

LAURA M. AGUILERA, Chief
Personnel Resources and Innovations Division