



DATE: December 5, 2008

TO: ALL STATE AGENCIES, EMPLOYEE ORGANIZATIONS, AND MEMBERS OF THE GOVERNOR'S CABINET

SUBJECT: Eligibility for Career Executive Assignment (CEA) Examinations

The purpose of this memorandum is to provide further direction regarding changes in laws affecting eligibility for Career Executive Assignment (CEA) examinations, effective January 1, 2009. The passage of Senate Bill (SB) 1472, Chapter 353, Statutes of 2008¹ and AB 3065 (AB), Chapter 590, Statutes of 2008² will allow prior state employees who had permanent civil service status, legislative and nonelected exempt employees with at least two consecutive years of service, and certain prior United States military personnel as specified, to apply for and compete in CEA examinations, for which he/she meet the minimum qualifications (MQs).

These changes are intended to permit a larger pool of experienced and qualified candidates to participate in the CEA examination process. SB 1472, which specifically permits prior state employees with permanent civil service status and eliminates the one-year time limit for former legislative and nonelected exempt employees to compete in CEA examinations, will sunset on January 1, 2013, unless legislation is enacted to delete or extend that date.

These changes require that CEA examination bulletins be modified. The new MQs will apply to CEA examinations with a final filing date of January 1, 2009, and after. SPB's CEA On-line Exam Bulletin System will be changed to reflect the new provisions. The new MQs language is anticipated to be changed on the CEA On-line Bulletin system by December 23, 2008, for departments who plan to release a CEA examination bulletin with a final filing date of January 1, 2009, or after.

New CEA MQs Language:

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

¹ Government Code §§ 18546, 18990, 18992, 19889.3, & 20037.13

² Government Code § 18991

Either I

Must be a State civil service employee with permanent civil service status *or who previously had permanent status in the State civil service.*

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code § 18990.

Or III

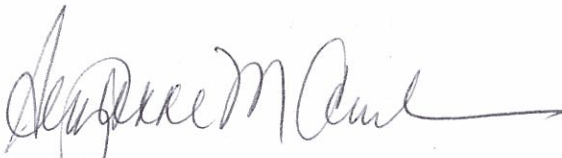
Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

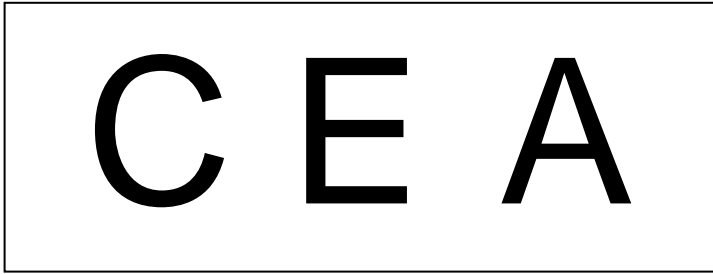
Additionally, SPB is required to report to the Legislature by January 1, 2012, a summary of all new CEA hires made during this period. In order to track the specific hires and information needed, SPB has revised the Report of Appointment to a CEA Position form. As a reminder, a completed form is required to be sent to SPB once a person is selected for a CEA position, pursuant to Title 2, California Code of Regulations (2CCR) § 548.77. For your convenience, the form is accessible at <http://www.spb.ca.gov/programs/cea/index.htm>.

Questions regarding this memorandum may be directed to Denise Masuhara, Consulting Services Division, (916) 657-2904 or TDD (916) 653-1498.



SUZANNE M. AMBROSE
Executive Officer

Attachment: Form—Report of Appointment to a CEA Position



CAREER EXECUTIVE ASSIGNMENT

CALIFORNIA STATE PERSONNEL BOARD

REPORT OF APPOINTMENT TO A C.E.A. POSITION

200-1080 (11/08)

DEPARTMENT		DATE
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C.E.A. LEVEL	POSITION TITLE
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PERSON APPOINTED NAME	EFFECTIVE DATE OF APPOINTMENT
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TYPE OF APPOINTMENT

LIST APPOINTMENT TRANSFER REINSTATEMENT

ELIGIBILITY FOR APPOINTMENT

THE CANDIDATE HAS PERMANENT CIVIL SERVICE STATUS

THE CANDIDATE PREVIOUSLY HAD PERMANENT CIVIL SERVICE STATUS

THE CANDIDATE WAS EMPLOYED BY THE LEGISLATURE FOR 2 OR MORE CONSECUTIVE YEARS

THE CANDIDATE HELD A NONELECTED EXEMPT POSITION(S) IN THE EXECUTIVE BRANCH FOR 2 OR MORE YEARS

THE CANDIDATE WAS RETIRED FROM THE UNITED STATES MILITARY, HONORABLY DISCHARGED FROM ACTIVE MILITARY DUTY WITH A SERVICE-CONNECTED DISABILITY, OR HONORABLY DISCHARGED FROM ACTIVE DUTY

IS A COPY OF THE C.E.A. POSITION DESCRIPTION ATTACHED

YES NO IF NO, SUBMIT OR REFERENCE (E.G., REFILL OF A C.E.A. POSITION DESCRIPTION ALREADY ON FILE) THE EQUIVALENT INFORMATION AS AN ATTACHMENT TO THIS REPORT

RECORD OF C.E.A. COMPETITIVE EXAMINATION – ATTACH A COPY OF THE ANNOUNCEMENT

DATE ANNOUNCEMENT ACTUALLY RELEASED	DATE EXAMINATION PLACED ON SPB's CEA ONLINE EXAM BULLETIN SYSTEM
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SCOPE OF DISTRIBUTION

SERVICEWIDE MULTIDEPARTMENTAL DEPARTMENTAL

SELECTIVE TO SPECIFIC LIKELY QUALIFIED PERSONS AND/OR ORGANIZATIONAL UNITS EMPLOYING SUCH PERSONS

NUMBER OF APPLICATIONS RECEIVED (ATTACH LIST OF APPLICANTS BY NAME, CLASS TITLE OR C.E.A. POSITION TITLE, CURRENT DEPARTMENT, AND FOR EACH, NOTE WHETHER OR NOT THEY WERE INTERVIEWED)

REPORT OF APPOINTMENT TO C.E.A. POSITION
200-1080 (11/08) REVERSE

HOW WERE THE COMPETITORS EVALUATED

- APPLICATION/RESUME EVALUATION ONLY (PLEASE FILL IN A BELOW)
- APPLICANTS SCREENED TO AN INTERVIEW (PLEASE FILL IN A AND B BELOW)
- DIRECT INVITATION OF ALL APPLICANTS TO AN INTERVIEW (PLEASE FILL IN B BELOW)
- OTHER/ADDITIONAL EVALUATION USED (E.G., PERFORMANCE APPRAISAL, MANAGEMENT PROBLEM, REFERENCE CHECKS, ETC.)

BRIEFLY DESCRIBE AND GIVE DATE(S)

A. PLEASE LIST NAME AND TITLE OF EACH PERSON ON THE EVALUATION/SCREENING PANEL, IF ONE WAS USED:

ON WHAT DATE(S) DID EVALUATION/SCREENING TAKE PLACE? _____

B. PLEASE LIST NAME AND TITLE OF EACH PERSON ON THE INTERVIEW PANEL, IF ONE WAS USED:

ON WHAT DATE(S) DID INTERVIEW TAKE PLACE? _____

CERTIFICATION OF APPOINTING POWER

I HEREBY CERTIFY THAT THE PERSON(S) APPOINTED AS REPORTED HEREIN HAS:

- A. MET THE MINIMUM QUALIFICATIONS
- B. THE QUALIFICATIONS REQUISITE TO THE PERFORMANCE OF HIGH ADMINISTRATIVE AND POLICY-INFLUENCING FUNCTIONS AS DESCRIBED FOR THIS POSITION(S) AND AS REQUIRED FOR THE C.E.A. CATEGORY OF EMPLOYMENT
- C. HAS BEEN EXAMINED COMPETITIVELY AS INDICATED ABOVE

SIGNATURE	TITLE
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Summary of Ethnic, Sex, and Disabled Composition
of Competitors Applying for C.E.A. Examination

Department		Date
C.E.A. Level	Position Title	
Final Filing Date	Scope of Distribution <input type="checkbox"/> Servicewide <input type="checkbox"/> Multidepartmental <input type="checkbox"/> Departmental <input type="checkbox"/> Other (Specify)	

Total Number of Applications Received: _____

	Female		Male		TOTAL
	Number	Percent	Number	Percent	
White					
Black					
Hispanic					
Asian					
American Indian					
Filipino					
Pacific Islander					
Other					
Unspecify					
Disabled**					
Total Female					

Certification of Appointing Power

Signature	Title
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**Disability includes hearing, sight, speech, physical (Orthopedic/amputations), and developmental.

Submitting this form and attachments to SPB:

Packages should be mailed to SPB, 801 Capitol Mall, CEA Unit, Sacramento, CA 95814