



November 4, 2008

To: All Personnel Officers

From: State Personnel Board

Subject: New Career Executive Assignment Process and Request Form

On November 3, 2008, the State Personnel Board (SPB) approved the use of a new process and form for requesting Career Executive Assignment (CEA) positions. These changes will significantly reduce processing time and the amount of paperwork required to support CEA requests. Henceforth, all agencies are to begin using the new CEA process and CEA Position Request Form (attached).

Background

SPB is responsible for the review and approval of positions to the CEA category, while the Department of Personnel Administration determines the pay level of positions allocated to the CEA category. The need to reform the CEA request process was one of the priority items identified at a meeting held in July 2007 with SPB, DPA, HR Modernization and departmental representatives. As a result, the CEA Task Force was convened in September 2007 with the charge to evaluate various aspects of the CEA process and develop short and long-term recommendations.

Beginning May 1, 2008, SPB, DPA and 16 departments implemented a pilot test of a streamlined CEA request process and form. The purpose of the pilot was to determine if the new process was simpler and faster while providing the information needed to make timely CEA decisions. Basically, the new process consolidates the information previously collected from the justification memorandum, Key Position Description, and Data Input Form into the streamlined CEA Position Request Form. The pilot was successful based on positive feedback received from the pilot departments.

New Process

The new CEA Position Request Forms and detailed instructions are attached. Departments may begin using the new CEA process and CEA Position Request Form for all new CEA requests. SPB and DPA will continue to process any CEA requests which have already been submitted.

Under the new process, all CEA Position Request Forms are simultaneously submitted electronically to SPB and DPA. Sufficiently documented CEA Position Request Forms will normally be processed within 30 calendar days of receipt.

CEA Task Force members will provide an overview of the new process and form at future Ad Hoc, SPIN and Exam Supervisor's Forum meetings. If you have any questions about the new process, please contact Denise Masuhara at 657-2904 at SPB or Debbie Baldwin at 323-8495 at DPA.

/S/ SUZANNE M. AMBROSE

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