



DATE: March 26, 2010

TO: All Members of the Governor's Cabinet, State Agencies, and Employee Organizations

/s/ SUZANNE M. AMBROSE

FROM: Suzanne M. Ambrose
Executive Officer

SUBJECT: ONLINE FILING FOR NOTICES OF PERSONNEL ACTION

We are pleased to announce that e-filing is now available at the State Personnel Board (SPB) for Notices of Adverse Action, Rejections During Probation, Demotions, Transfers, Terminations Based Upon Medical Examination, and related disciplinary actions. An automated filing process not only creates efficiencies, but also contributes to SPB's "greening" efforts by reducing the use of paper. We encourage all departments to start using this automated process immediately for any new filings.

On July 1, 2010, SPB will discontinue its paper filing process and require all personnel actions to be e-filed utilizing a PDF or MS Word format to be uploaded to the Appeals Division document management system.

State agencies will need to designate one person as the primary contact in charge of submitting personnel actions to SPB. Large departments with multiple facilities or institutions may designate a primary contact for each identified facility or institution. The designated individual should contact Kathey Norton, Program Coordinator, via e-mail at knorton@spb.ca.gov to be assigned a user name and password. The website address for e-filing is <https://exams.spb.ca.gov/appeals/Login.aspx>.

All changes to a department's designated primary contact should be promptly reported to the SPB Program Coordinator so that a new user name and password may be issued.

We hope that you find this new feature helpful and look forward to any suggestions for further improvements.

If you have any questions, please contact Kathey Norton at the e-mail address listed above.