

CALIFORNIA STATE PERSONNEL BOARD

Date of Issue: September 23, 1993

MEMO TO: ALL STATE AGENCIES AND EMPLOYEE ORGANIZATIONS

SUBJECT: DELEGATION OF CAREER EXECUTIVE ASSIGNMENT (CEA)
EXAMINATIONS.

The purpose of this memorandum is to inform departments and employee organizations that the State Personnel Board (SPB) is delegating the approval of Career Executive Assignment (CEA) examinations to departments effective October 15, 1993. Departments will no longer be required to obtain approval for CEA exams from SPB staff.

The SPB has recently revised Selection Manual Section 5650 Career Executive Assignment, to provide guidance to departments in administering CEA examinations. Section 5650, Appendix A, outlines the Government Codes and Regulations with which departments are expected to comply when administering CEA examinations and making appointments. Departments must retain documentation in their files to demonstrate that appropriate criteria were followed in the CEA examination and appointment process.

Departments will still be required to submit the "CEA Examination Telephone Announcement" form (Appendix B in the SM 5650) to the SPB Examination Services Unit. The CEA exam announcement must be on the recorder for a minimum of five working days and will remain on the telephone recorder through the final file date.

Departments will also still be required to submit the "Report of Appointment to a CEA Position" form (Appendix G in the SM 5650) along with the "Summary of Ethnic, Sex, and Disabled Composition of Competitors Applying for CEA Examination" form (Appendix H in the SM 5650) within 30 days of the effective date of appointment.

The revised Section 5650 is being distributed to all subscribers to the Selection Manual under separate cover. The Departmental Services Division (DSD) staff are available to advise departments on the appropriateness of the overall CEA process and to answer specific questions as they arise. DSD staff can be reached on (916) 653-0818, Calnet 453-0818, or TDD (916) 653-1498.

/s/
DUANE D. MORFORD, Chief
Departmental Services Division