

DATE: April 10, 2007

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

SUBJECT: WITHDRAWAL OF DELEGATED AUTHORITY FOR PROMOTIONAL EXAMINATIONS FOR LABOR RELATIONS SPECIALIST, LABOR RELATIONS MANAGER I, AND LABOR RELATIONS MANAGER II CLASSIFICATIONS

Effective immediately, the State Personnel Board (SPB) hereby withdraws delegation to departments to administer departmental promotional examinations for the Labor Relations Specialist, Labor Relations Manager I, and Labor Relations Manager II classifications. Departments who are in the final phase of the examination process may complete the exam administration and establish their eligible list. Departments who have not entered the final phase should cancel their examination(s), and notify the candidates of the cancellation.

The law delegates authority to the Department of Personnel Administration (DPA) to represent the Governor in all labor relations matters. To carry out their designated labor relations functions, DPA established the Labor Relations Specialist, Labor Relations Manager I, and Labor Relations Manager II classifications. These classifications are entrusted with the authority to administer the State's labor relations program at the department level.

Departmental Labor Relations Specialists and Managers have the ability to take binding action under the provisions of the labor relations contracts. An error in implementing these provisions can have a serious impact on a department's mission or financial situation. In addition, Senate Bill 621 contains new requirements for enhanced legislative oversight of the collective bargaining process, including agreements entered into by departmental Labor Relations Specialists and Managers. SPB has determined that one standardized method of testing candidates for the labor relations classifications will ensure consistency in the application of DPA's statutory functions. As a result, only SPB has the authority to administer these examinations on an open basis. All departments will have access to the resulting eligible list(s).

If you have questions regarding the change in examination delegation, please contact Daisy McKenzie at (916) 653-1232, TTY (916) 654-6336, or at [dmckenzie@spb.ca.gov](mailto:dmckenzie@spb.ca.gov).

*Original signed by Floyd Shimomura*

Floyd Shimomura  
Executive Officer