


**BOARD RESOLUTION ADOPTING THE COMPLIANCE REVIEW REPORT AND  
FINDINGS BY THE SPB COMPLIANCE REVIEW DIVISION OF  
THE CALIFORNIA COASTAL COMMISSION**

**WHEREAS**, the State Personnel Board (SPB or Board) at its duly noticed meeting of September 5, 2013, carefully reviewed and considered the attached Compliance Review Report of the California Coastal Commission submitted by SPB's Compliance Review Division.

**WHEREAS**, the Report was prepared following a baseline review of the California Coastal Commission's personnel practices and details the background, scope, and methodology of the review, and the findings and recommendations.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board hereby adopts the Report, including all findings and recommendations contained therein. A true copy of the Report shall be attached to this Board Resolution and the adoption of the Board Resolution shall be reflected in the record of the meeting and the Board's minutes.

  
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SUZANNE M. AMBROSE  
Executive Officer

August 23, 2013

Melanie Wong, Chief  
Human Resources  
California Coastal Commission  
45 Fremont Street, Suite 2000  
San Francisco, CA 94105

RE: Compliance Review Report

Dear Melanie Wong:

The State Personnel Board (Board or SPB) conducted a baseline compliance review of the California Coastal Commission (CCC)'s examinations, appointments, EEO program, and personal services contracts during the period of May 1, 2011 through October 31, 2012. The primary objective of the review was to determine if CCC's personnel practices, policies, and procedures complied with state civil service laws and board regulations, and to recommend corrective action where deficiencies were identified.

CCC provided the documents that SPB requested. A cross-section of CCC's examinations, appointments, and personal services contracts were selected for review to ensure that samples of various examinations and appointment types, classifications, and levels were analyzed. The review of the EEO program included examining written policies and procedures, the EEO officer's role and duties, and the internal discrimination complaint process. The SPB also interviewed appropriate CCC staff.

The Compliance Review Division (CRD) has found no deficiencies in the review of CCC's administration of examinations, appointments, EEO program, or personal services contracts. The CRD will submit its findings to the five member State Personnel Board and recommend adoption. The Board will issue a resolution either adopting these findings or issuing its own findings and order. In either event, you will be notified of the Board's action. The final Board action will be posted on the SPB's website.

Melanie Wong  
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We greatly appreciated the cooperation and assistance provided by CCC personnel. If you have questions, please contact me at (916) 651-0924.

Sincerely,

A handwritten signature in blue ink, appearing to read "James L. Murray", with a long horizontal flourish extending to the right.

James L. Murray, Chief  
Compliance Review Division  
State Personnel Board