

**BOARD RESOLUTION ADOPTING THE COMPLIANCE REVIEW REPORT AND FINDINGS BY THE SPB COMPLIANCE REVIEW DIVISION OF THE CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY**

**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 Health and Human Services Agency submitted by SPB's Compliance Review Division.

**WHEREAS**, the Report was prepared following a baseline review of the California Health and Human Services Agency'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.

  
SUZANNE M. AMBROSE  
Executive Officer

August 23, 2013

Sonia Herrera  
Chief, Administration & Fiscal Services  
California Health and Human Services Agency  
1600 Ninth Street, Room 460  
Sacramento, CA 95814

RE: Compliance Review Report

Dear Sonia Herrera,

The State Personnel Board (Board or SPB) conducted a baseline compliance review of the California Health and Human Services Agency (CHHS)'s examinations, and appointments during the period of May 2011 through November 2012. The primary objective of the review was to determine if CHHS's personnel practices, policies, and procedures complied with state civil service laws and board regulations, and to recommend corrective action where deficiencies were identified.

CHHS provided the documents that SPB requested. A cross-section of CHHS's examinations, and appointments were selected for review to ensure that samples of various examinations and appointment types, classifications, and levels were analyzed. The SPB also interviewed appropriate CHHS staff.

The Compliance Review Division (CRD) has found no deficiencies in the review of CHHS's administration of examinations, and appointments. 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.

Sonia Herrera  
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We greatly appreciated the cooperation and assistance provided by CHHS 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". The signature is fluid and cursive, with a large, sweeping underline that extends to the right.

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