

**BOARD RESOLUTION ADOPTING THE COMPLIANCE REVIEW REPORT AND  
FINDINGS BY THE SPB COMPLIANCE REVIEW DIVISION OF  
THE DEPARTMENT OF FINANCIAL INSTITUTIONS**

**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 Department of Financial Institutions submitted by SPB's Compliance Review Division.

**WHEREAS**, the Report was prepared following a baseline review of the Department of Financial Institutions' 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

Dawne Bortolazzo  
Chief Admin Officer  
Department of Financial Institutions  
1810 13th Street  
Sacramento, CA 95811

RE: Compliance Review Report

Dear Dawne Bortolazzo,

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

DFI provided the documents that SPB requested. A cross-section of DFI's examinations, appointments, and entire EEO program 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 DFI staff.

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

We greatly appreciated the cooperation and assistance provided by DFI 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 large, stylized flourish at the end.

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