

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

**WHEREAS**, the State Personnel Board (SPB or Board) at its duly noticed meeting of September 26, 2013, carefully reviewed and considered the attached Compliance Review Report of the California Energy Commission submitted by SPB's Compliance Review Division.

**WHEREAS**, the Report was prepared following a baseline review of the California Energy Commission's personnel practices. It 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

September 10, 2013

Mark Hutchison, Deputy Director  
Administration and Fiscal Services Division  
California Energy Commission  
1516 9<sup>th</sup> Street, MS-3  
Sacramento, CA 95814

RE: Compliance Review Report

Dear Mark Hutchison:

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

The Commission provided the documents that SPB requested. A cross-section of the Commission'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 Commission staff.

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

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

Sincerely,

A handwritten signature in black 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