

**BOARD RESOLUTION ADOPTING THE COMPLIANCE REVIEW REPORT AND  
FINDINGS BY THE SPB COMPLIANCE REVIEW DIVISION OF  
THE OFFICE OF ENVIRONMENTAL HEALTH HAZARD ASSESSMENT**

**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 Office of Environmental Health Hazard Assessment submitted by SPB's Compliance Review Division.

**WHEREAS**, the Report was prepared following a baseline review of the Office of Environmental Health Hazard Assessment'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



801 Capitol Mall Sacramento, CA 95814 | [www.spb.ca.gov](http://www.spb.ca.gov)

Governor Edmund G. Brown Jr.

August 16, 2013

Ms. Cassandra Willis, Chief  
Human Resources Branch  
Office of Environmental Health  
Hazard Assessment  
1001 I Street, 19th Floor, Room 19-65  
Sacramento, CA 95814

RE: Compliance Review Report

Dear Ms. Willis,

The State Personnel Board (Board or SPB) conducted a baseline compliance review of the Office of Environmental Health Hazard Assessment's (OEHHA) examinations, appointments, and Equal Employment Opportunity (EEO) program during the period of May 1, 2011 through November 1, 2012. The primary objective of the review was to determine if the OEHHA'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 OEHHA provided the documents that SPB requested. A cross-section of OEHHA's examinations and appointments 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 communicated with and asked questions of appropriate OEHHA staff.

The Compliance Review Division has found no deficiencies in the reviews of the OEHHA's examinations, appointments, and EEO program. The CRD will submit its findings to the five member 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.

Ms. Cassandra Willis  
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We greatly appreciated the cooperation and assistance provided by OEHHA personnel.  
If you have questions, please contact me at (916) 651-0924.

Sincerely,



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