

**BOARD RESOLUTION ADOPTING THE COMPLIANCE REVIEW REPORT AND FINDINGS BY THE SPB COMPLIANCE REVIEW DIVISION OF THE LABOR AND WORKFORCE DEVELOPMENT AGENCY**

**WHEREAS**, the State Personnel Board (SPB or Board) at its duly noticed meeting of December 5, 2013, carefully reviewed and considered the attached Compliance Review Report of the Labor and Workforce Development Agency submitted by SPB's Compliance Review Division.

**WHEREAS**, the Report was prepared following a baseline review of the Labor and Workforce Development Agency'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.



**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.

November 21, 2013

Mr. David Lanier  
Secretary  
Labor and Workforce Development Agency  
800 Capitol Mall, MIC-55  
Sacramento, CA 95814

RE: Compliance Review Report

Dear Mr. Lanier,

The State Personnel Board conducted a baseline compliance review of the Labor and Workforce Development Agency (LWDA)'s examinations, appointments, and Equal Employment Opportunity (EEO) program during the period of May 1, 2011 through October 31, 2012. The primary objective of the review was to determine if the LWDA'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 Employment Development Department (EDD) processes transactions for LWDA. However, LWDA provided the documents that SPB requested. A cross-section of the LWDA's examinations, appointments, and EEO 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 LWDA staff.

The Compliance Review Division (CRD) has found no deficiencies in the review of the LWDA'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.

Mr. David Lanier  
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We greatly appreciated the cooperation and assistance provided by LWDA personnel. If you have any questions, please contact me at (916) 651-0924.

Sincerely,



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

CC: Marisa Duek, Associate Secretary, LWDA  
Holly Ramsey, Chief, Payroll and Personnel Management Section, EDD