

**BOARD RESOLUTION ADOPTING THE COMPLIANCE REVIEW REPORT AND
FINDINGS BY THE SPB COMPLIANCE REVIEW DIVISION OF
THE SECRETARY OF STATE**

WHEREAS, the State Personnel Board (SPB or Board) at its duly noticed meeting of November 7, 2013, carefully reviewed and considered the attached Compliance Review Report of the Secretary of State submitted by SPB's Compliance Review Division.

WHEREAS, the Report was prepared following a baseline review of the Secretary of State'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

Governor Edmund G. Brown Jr.

October 29, 2013

Ms. Kimberly L. Gauthier
Deputy Secretary of State, Operations
Secretary of State
1500 11th Street, Floor 6- Administration
Sacramento, CA 95814

RE: Compliance Review Report

Dear Ms. Gauthier,

The State Personnel Board conducted a baseline compliance review of the Secretary of State (SOS)'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 SOS'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 SOS provided the documents that SPB requested. A cross-section of the SOS's examinations and appointments were selected for review to ensure that samples of various examinations and appointment types, classifications, and levels were analyzed.

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

Ms. Kimberly L. Gauthier
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We greatly appreciated the cooperation and assistance provided by SOS 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: Maria Walton, Personnel Officer, Human Resources
Daniel Abbott, Senior Management Auditor