

**BOARD RESOLUTION ADOPTING THE COMPLIANCE REVIEW REPORT AND  
FINDINGS BY THE SPB COMPLIANCE REVIEW DIVISION OF  
THE STATE COMPENSATION INSURANCE FUND**

**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 State Compensation Insurance Fund submitted by SPB's Compliance Review Division.

**WHEREAS**, the Report was prepared following a baseline review of the State Compensation Insurance Fund'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.

October 29, 2013

Mr. Tom Rowe  
President/Chief Executive Officer  
State Compensation Insurance Fund  
2275 Gateway Oaks Drive  
Sacramento, CA 95833

RE: Compliance Review Report

Dear Mr. Rowe,

The State Personnel Board conducted a baseline compliance review of the State Compensation Insurance Fund (SCIF)'s appointments during the period of May 1, 2011 through October 31, 2012. The primary objective of the review was to determine if the SCIF'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 SCIF provided the documents that SPB requested. A cross-section of the SCIF's appointments was selected for review to ensure that samples of various appointment types, classifications, and levels were analyzed.

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

Mr. Tom Rowe  
Page 2 of 2

We greatly appreciated the cooperation and assistance provided by SCIF 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: Andreas Acker, Vice President Human Resources Operations  
Brandee Radaikin, Program Manager Human Resources Operations  
Tim L. Walker, Human Resources Staffing/Testing & Certifications Manager  
Sherrie Scott, Human Resources Testing and Certifications Manager