

DEPARTMENT OF PERSONNEL ADMINISTRATION

SECTION II

Note: This Pay Letter corrects the class title on page II-7, Item 2 (the introductory sentence), for Alternate Range Criteria 444. The corrected changes are noted in bold and italic.

This pay letter includes changes in the Classification and Compensation Plan that were made at the State Personnel Board meeting of November 2, 2010.

PART A - GENERAL CLASSIFICATION AND COMPENSATION ACTIONS

The type of action approved by the State Personnel Board is shown in the first line labeled "ACTION", as follows:

- NEW - New class establishment
- NEW/PSS - New project/study/site establishment - new class and schem code not required
- RET - Specification revision which includes retitling
- SPEC - Specification revision
- ABOL - Classification abolished
- RES - Rescission of abolishment
- CORR - Correction to prior pay letter (prior pay letter number shown in parenthesis)
- CHG - Any other change to the classification
- CHG/SPEC - Simultaneous specification changes and other changes
CHG/RET to the classification or compensation

PART B - RESOLUTIONS, SALARY MOVEMENT INSTRUCTIONS, AND ALTERNATE RANGE CRITERIA

Copies of the resolutions and alternate range criteria adopted by the State Personnel Board and salary movement instructions when status resolutions are adopted.

PART C - CEA CHANGES

PART D - SPECIAL SITUATIONS AND EXPLANATIONS

As necessary, unusual changes to the Classification and Compensation Plan such as simultaneous changes for large numbers of classes or corrections requiring explanatory remarks.

For questions regarding Section II, contact 324-9381. Technical questions will be referred to the appropriate analyst.

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COMMONLY USED FOOTNOTES

- 01 - Twelve-month probationary period.
- 02 - Identifies classes with a 24-month probationary period.
- 03 - Three-step salary range.
- 19 - Rule of three ranks certification.
- 21 - Class designation as an exception to State Personnel Board Rule 431.
- 24 - Abolish class when vacant - no appointments after effective date of Board action.
- 34 - Class not eligible for Night-Shift Differential.
- 37 - Permanent intermittent classes with limited employment rights. (Employees in these classes are limited to health benefits, retirement benefits, and the right to compete in promotional exams.)
- 44 - Identifies classes which require an indefinite probationary period lasting the entire duration of the appointment to the class.
- 45 - See Section 8: Variable Compensation Plans.
- 47 - Identifies classes with a 36-month probationary period.
- 48 - Identifies classes which have a Merit Salary Adjustment (MSA) date of NONE.
- 49 - Identifies classes which are established as demonstration projects under the authority of Government Code Section 19600. The following DPA Rules are therefore waived: 599.674; 599.676; 599.676.1; 599.682; and 599.683.
- 50 - Broadband class for use by the Legislative Data Center only.
- 55 - Pursuant to Government Code Sections 20098 and 22212.5, CalPERS/CalSTRS shall set the compensation for this classification; and in addition identifies classes which have a merit salary adjustment (MSA) date of None.
- AR - Alternate Range

Footnotes shown in Section II that are not described above are explained in the Pay Scales.

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PART A. GENERAL CLASSIFICATION AND COMPENSATION ACTIONS (effective November 2, 2010, unless otherwise specified)

ACTION: NEW
SCHEM CODE: VI40
CLASS CODE: 8609
CLASS TITLE: INVESTIGATOR ASSISTANT
SALARY: \$2987-3565
SISA: YES
FOOTNOTES: 01; 34
WWG: 2
MCR: I
CBID: R07

ACTION: NEW
SCHEM CODE: VI45
CLASS CODE: 8610
CLASS TITLE: INVESTIGATOR
SALARY: RANGE A: \$3902-4704
RANGE B: \$4454-5631
RANGE C: \$4888-6194
SISA: NONE
FOOTNOTES: 01; 21; 34; ARC 156
WWG: 2
MCR: I
CBID: R07

ACTION: NEW
SCHEM CODE: VI50
CLASS CODE: 8611
CLASS TITLE: SPECIAL INVESTIGATOR ASSISTANT
SALARY: \$2987-3395
SISA: YES
FOOTNOTES: 01; 34
WWG: 2
MCR: I
CBID: R07

ACTION: NEW
SCHEM CODE: VI55
CLASS CODE: 8612
CLASS TITLE: SPECIAL INVESTIGATOR
SALARY: RANGE A: \$3902-4480
RANGE B: \$4454-5363
RANGE C: \$4888-5899
SISA: NONE
FOOTNOTES: 01; 21; 34; ARC 156
WWG: 2
MCR: I
CBID: R07

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ACTION: SPEC
SCHEM CODE: SF38
CLASS CODE: 9758
CLASS TITLE: STAFF PSYCHIATRIST, CORRECTIONAL AND
REHABILITATIVE SERVICES (SAFETY)
(Effective December 2, 2010)

ACTION: SPEC
SCHEM CODE: SF37
CLASS CODE: 9759
CLASS TITLE: SENIOR PSYCHIATRIST (SPECIALIST), CORRECTIONAL AND
REHABILITATIVE SERVICES (SAFETY)
(Effective December 2, 2010)

ACTION: SPEC
SCHEM CODE: SF36
CLASS CODE: 9761
CLASS TITLE: SENIOR PSYCHIATRIST (SUPERVISOR), CORRECTIONAL AND
REHABILITATIVE SERVICES (SAFETY)
(Effective December 2, 2010)

ACTION: SPEC
SCHEM CODE: SF35
CLASS CODE: 9774
CLASS TITLE: CHIEF PSYCHIATRIST, CORRECTIONAL AND REHABILITATIVE
SERVICES (SAFETY)
(Effective December 2, 2010)

ACTION: ABOL
SCHEM CODE: VX20
CLASS CODE: 1589
CLASS TITLE: FOOD AND DRUG INVESTIGATOR

ACTION: ABOL
SCHEM CODE: VL95
CLASS CODE: 7539
CLASS TITLE: FRAUD INVESTIGATOR, DEPARTMENT OF INSURANCE

ACTION: ABOL
SCHEM CODE: VP83
CLASS CODE: 7553
CLASS TITLE: INVESTIGATOR TRAINEE, ALCOHOLIC BEVERAGE CONTROL

ACTION: ABOL
SCHEM CODE: VP82
CLASS CODE: 7554
CLASS TITLE: INVESTIGATOR I, ALCOHOLIC BEVERAGE CONTROL

ACTION: ABOL
SCHEM CODE: VP81
CLASS CODE: 7555
CLASS TITLE: INVESTIGATOR II, ALCOHOLIC BEVERAGE CONTROL

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ACTION: ABOL
SCHEM CODE: VJ28
CLASS CODE: 7568
CLASS TITLE: CRIMINAL INVESTIGATOR, EMPLOYMENT DEVELOPMENT
DEPARTMENT

ACTION: ABOL
SCHEM CODE: VL15
CLASS CODE: 7574
CLASS TITLE: CRIMINAL INVESTIGATOR, DEPARTMENT OF TOXIC SUBSTANCES
CONTROL

ACTION: ABOL
SCHEM CODE: VJ94
CLASS CODE: 8064
CLASS TITLE: FRAUD INVESTIGATOR, DEPARTMENT OF HEALTH SERVICES

ACTION: ABOL
SCHEM CODE: VI20
CLASS CODE: 8538
CLASS TITLE: INVESTIGATOR, DEPARTMENT OF MOTOR VEHICLES

ACTION: ABOL
SCHEM CODE: VI90
CLASS CODE: 8550
CLASS TITLE: SENIOR SPECIAL INVESTIGATOR

ACTION: ABOL
SCHEM CODE: VI91
CLASS CODE: 8551
CLASS TITLE: SENIOR SPECIAL INVESTIGATOR (NON-PEACE OFFICER)

ACTION: ABOL
SCHEM CODE: VJ11
CLASS CODE: 8553
CLASS TITLE: SPECIAL INVESTIGATOR I

ACTION: ABOL
SCHEM CODE: VJ25
CLASS CODE: 8554
CLASS TITLE: INVESTIGATOR ASSISTANT

ACTION: ABOL
SCHEM CODE: VJ31
CLASS CODE: 8555
CLASS TITLE: INVESTIGATOR ASSISTANT (NON-PEACE OFFICER)

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ACTION: ABOL
SCHEM CODE: VJ12
CLASS CODE: 8557
CLASS TITLE: SPECIAL INVESTIGATOR I, DEPARTMENTS OF MENTAL HEALTH
AND DEVELOPMENTAL SERVICES

ACTION: ABOL
SCHEM CODE: VI92
CLASS CODE: 8558
CLASS TITLE: SENIOR SPECIAL INVESTIGATOR, DEPARTMENTS OF MENTAL
HEALTH AND DEVELOPMENTAL SERVICES

ACTION: ABOL
SCHEM CODE: VJ13
CLASS CODE: 8563
CLASS TITLE: SPECIAL INVESTIGATOR I (NON-PEACE OFFICER)

ACTION: ABOL
SCHEM CODE: VW80
CLASS CODE: 9039
CLASS TITLE: SENIOR FOOD AND DRUG INVESTIGATOR

**PART B. RESOLUTION, SALARY MOVEMENT INSTRUCTIONS, AND ALTERNATE
RANGE CRITERIA**

1. Effective November 2, 2010, Alternate Range Criteria 156 for the Investigator and Special Investigator classes was amended as follows:

ALTERNATE RANGE CRITERIA 156

Experience gained outside State service may be credited only if the appointing power believes the experience was satisfactory and equivalent in type and quality to that of the class to which being appointed to.

Range A: This range shall apply to individuals who do not meet the criteria for payment in Range B or Range C.

Range B: This range shall apply to individuals who have satisfactorily completed the equivalent of 12 months of experience in Range A of the same class and may apply to persons who have the equivalent of 12 months of satisfactory experience outside of State service performing duties similar to those of the class beyond the experience required to meet the minimum qualifications of the class.

Range C: This range shall apply to individuals who have satisfactorily completed the equivalent of 24 months of experience in Range B of the same class and may apply to persons who have the equivalent of 24 months of satisfactory experience outside of State service performing duties similar to those of

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the class beyond the experience required to meet the minimum qualifications of the class.

When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of DPA Rule 599.676.

2. Effective December 2, 2010, Alternate Range Criteria 444 for the ***Staff Psychiatrist, Correctional and Rehabilitative Services (Safety); Senior Psychiatrist (Specialist), Correctional and Rehabilitative Services (Safety); Senior Psychiatrist (Supervisor), Correctional and Rehabilitative Services (Safety); and Chief Psychiatrist, Correctional and Rehabilitative Services (Safety)*** classes was amended as follows:

ALTERNATE RANGE CRITERIA 444

Range A. This range shall apply to incumbents who do not meet the criteria for payment in Range B.

Range B. This range shall apply to incumbents who possess a valid certificate in psychiatry issued by the American Board of Psychiatry and Neurology or the American Osteopathic Board of Neurology and Psychiatry.

When the requirements for the criteria for a range are met and the appointing power so recommends, the employee shall move to the appropriate rate in the higher range under the provisions of Department of Personnel Administration Rule 599.674.

3. Effective November 2, 2010, the following resolution was adopted by the State Personnel Board.

WHEREAS, the State Personnel Board on November 2, 2010, established the classifications indicated below in Column II, and duties and responsibilities for the classes were substantially included in the previously existing classes indicated below in Column I; and

WHEREAS, the knowledge and abilities required for the classes indicated in Column II, were substantially tested for in the examinations held for the previously existing classes indicated below in Column I; and

WHEREAS, the incumbents in the classes of Senior Food and Drug Investigator; Senior Special Investigator, Departments of Mental Health and Developmental Services; Senior Special Investigator (Non-Peace Officer); and Senior Special Investigator listed in Column I were serving a 6 month probationary period; and

WHEREAS, the new classes listed in Column II have a 12 month probationary period; and

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WHEREAS, Title 2, California Code of Regulations Section 431 states "Unless otherwise provided by resolution of the board, the maximum rate of the lowest salary range currently authorized for a class is used to make salary comparison": Therefore be it

RESOLVED, That upon adoption of the classes in Column II, the classes in Column I be abolished effective November 2, 2010; and be it further

RESOLVED, That the following series specifications be revised to remove classes identified in Column I: Fraud Investigator, Department of Insurance, classification series; Food and Drug Investigator classification series; Criminal Investigator, Employment Development Department; Criminal Investigator, Department of Toxic Substances Control; Fraud Investigator, Department of Health Services, classification series; Investigator, Department of Motor Vehicles, classification series; and be it further

RESOLVED, That any person with civil service status in the classes of Investigator Assistant; Investigator Trainee, Alcoholic Beverage Control; Special Investigator I; Criminal Investigator, Department of Toxic Substances Control; Criminal Investigator, Employment Development Department; Food and Drug Investigator; Fraud Investigator, Department of Health Services; Fraud Investigator, Department of Insurance; Investigator, Department of Motor Vehicles; Investigator I, Alcoholic Beverage Control; Special Investigator I, Department of Mental Health and Developmental Services; Investigator II, Alcoholic Beverage Control; Senior Food and Drug Investigator; Investigator Assistant (Non-Peace Officer); and Special Investigator I (Non-Peace Officer) indicated in Column I who on November 2, 2010 has the equivalent of 12 months of experience shall be reallocated to the corresponding class as indicated in Column II and, hereby, granted the same civil service status in that class without further examination; and be it further

RESOLVED, That any person with civil service status in the classes of Investigator Assistant; Investigator Trainee, Alcoholic Beverage Control; Special Investigator I; Criminal Investigator, Department of Toxic Substances Control; Criminal Investigator, Employment Development Department; Food and Drug Investigator; Fraud Investigator, Department of Health Services; Fraud Investigator, Department of Insurance; Investigator, Department of Motor Vehicles; Investigator I, Alcoholic Beverage Control; Special Investigator I, Department of Mental Health and Developmental Services; Investigator II, Alcoholic Beverage Control; Senior Food and Drug Investigator; Investigator Assistant (Non-Peace Officer); and Special Investigator I (Non-Peace Officer) indicated in Column I who on November 2, 2010, has less than 12 months of experience shall complete their

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probationary period when they have served the equivalent of 12 months of combined experience in the classes in Column I and the corresponding classes in Column II; and be it further

RESOLVED, That any person with civil service status in the classes of Senior Food and Drug Investigator; Senior Special Investigator, Departments of Mental Health and Developmental Services; Senior Special Investigator (Non-Peace Officer); and Senior Special Investigator indicated in Column I who on November 2, 2010 has the equivalent of 6 months of experience shall be reallocated to the corresponding class as indicated in Column II and, hereby, granted the same civil service status in that class without further examination; and be it further

RESOLVED, That any person with civil service status in the classes of Senior Food and Drug Investigator; Senior Special Investigator, Departments of Mental Health and Developmental Services; Senior Special Investigator (Non-Peace Officer); and Senior Special Investigator indicated in Column I who on November 2, 2010 has the equivalent of less than 6 months of experience shall complete their probationary period when they have completed 6 months of combined experience in the classes of Senior Food and Drug Investigator; Senior Special Investigator, Departments of Mental Health and Developmental Services; Senior Special Investigator and the corresponding class as indicated in Column II; and be it further

Column I

Column II

Investigator Assistant
Investigator Trainee, Alcoholic
Beverage Control

Investigator Assistant

Special Investigator I, Range A
Criminal Investigator, Department of
Toxic Substances Control, Range A
Criminal Investigator, Employment
Development Department, Range A
Food and Drug Investigator, Range A
Fraud Investigator, Department of
Health Services, Range A
Fraud Investigator, Department of
Insurance, Range A
Investigator, Department of Motor
Vehicles, Range A
Investigator I, Alcoholic Beverage
Control, Range A
Special Investigator I, Department of
Mental Health and Developmental
Services, Range A

Investigator, Range A

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Column I

Column II

Special Investigator I, Range B
Criminal Investigator, Department of
Toxic Substances Control, Range B
Criminal Investigator, Employment
Development Department, Range B
Food and Drug Investigator, Range B
Fraud Investigator, Department of
Health Services, Range B
Fraud Investigator, Department of
Insurance, Range B
Investigator, Department of Motor
Vehicles, Range B
Investigator I, Alcoholic Beverage
Control, Range B
Special Investigator I, Department of
Mental Health and Developmental
Services, Range B

Investigator, Range B

Senior Special Investigator
Criminal Investigator, Department of
Toxic Substances Control, Range C
Criminal Investigator, Employment
Development Department, Range C
Fraud Investigator, Department of
Health Services, Range C
Fraud Investigator, Department of
Insurance, Range C
Investigator, Department of Motor
Vehicles, Range C
Investigator II, Alcoholic Beverage
Control
Senior Food and Drug Investigator
Senior Special Investigator,
Departments of Mental Health and
Developmental Services

Investigator, Range C

Investigator Assistant (Non-Peace
Officer)

Special Investigator
Assistant

Special Investigator I (Non-Peace
Officer), Range A

Special Investigator,
Range A

Special Investigator I (Non-Peace
Officer), Range B

Special Investigator,
Range B

Senior Special Investigator
(Non-Peace Officer)

Special Investigator,
Range C

and be it further

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RESOLVED, That salary Ranges A, B, and C for the classes of Investigator and Special Investigator may be used individually as if each represents the salary range of a separate class to make salary comparison for discretionary actions between the class of Investigator and Special Investigator and other classes; and be it further.

RESOLVED, That any existing employment lists other than reemployment lists established for the classes indicated in Column I shall be used to certify to fill vacancies in the classes indicated in Column II until such lists are abolished, exhausted, or superseded by lists for classes indicated in Column II, and persons on any existing reemployment lists for the classes indicated in Column I shall also be placed on reemployment lists for the classes indicated in Column II until expiration of their eligibility on the reemployment lists for the classes indicated in Column I.

DOCUMENTATION: DEPARTMENT SHOULD PROCESS A20 TRANSACTIONS TO EFFECT THE REALLOCATION.

3. INCUMBENT SALARY MOVEMENT AS APPROVED BY THE DEPARTMENT OF PERSONNEL ADMINISTRATION RESULTING FROM CLASSIFICATION ACTIONS TAKEN BY THE STATE PERSONNEL BOARD ON NOVEMBER 2, 2010. INCUMBENT MOVEMENT INTO THE APPROPRIATE CLASS SHALL BE EFFECTIVE ON THE DATE OF BOARD ACTION UNLESS OTHERWISE SPECIFIED IN THE STATE PERSONNEL BOARD'S STATUS RESOLUTION.

Classification actions affected incumbents in the following classes:

<u>SCHEM CODE</u>	<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>EFFECTIVE DATE WHEN OTHER THAN BOARD ACTION DATE</u>
VX20	1589	Food and Drug Investigator, Ranges A and B	
VL95	7539	Fraud Investigator, Department of Insurance, Ranges A, B, and C	
VP83	7553	Investigator Trainee, Alcoholic Beverage Control	
VP82	7554	Investigator I, Alcoholic Beverage Control, Ranges A and B	
VP81	7555	Investigator II, Alcoholic Beverage Control	
VJ28	7568	Criminal Investigator, Employment Development Department, Ranges A, B, and C	

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<u>SCHEM CODE</u>	<u>CLASS CODE</u>	<u>CLASS TITLE</u>	<u>EFFECTIVE DATE WHEN OTHER THAN BOARD ACTION DATE</u>
VL15	7574	Criminal Investigator, Department of Toxic Substances Control, Ranges A, B, and C	
VJ94	8064	Fraud Investigator, Department of Health Services, Ranges A, B, and C	
VI20	8538	Investigator, Department of Motor Vehicles, Ranges A, B, & C	
VI90	8550	Senior Special Investigator	
VI91	8551	Senior Special Investigator (Non-Peace Officer)	
VJ11	8553	Special Investigator I, Ranges A and B	
VJ25	8554	Investigator Assistant	
VJ31	8555	Investigator Assistant (Non-Peace Officer)	
VJ12	8557	Special Investigator I, Departments of Mental Health and Developmental Services, Ranges A and B	
VI92	8558	Senior Special Investigator, Departments of Mental Health and Developmental Services	
VJ13	8563	Special Investigator I (Non-Peace Officer), Ranges A and B	
VW80	9039	Senior Food and Drug Investigator	

Departments are to use the following methods in determining the incumbents' appropriate salary increase and salary anniversary date upon movement into the new class.

- a. When incumbent movement is to occur on the effective date identified in the Board action, the salary determination upon movement is based upon the conditions of Section 599.688.
- b. When incumbent movement is to occur other than on the effective date identified in the Board action, apply the appropriate salary section for movement between classes.

PART C. CEA CHANGES

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None.

PART D. SPECIAL SITUATIONS AND EXPLANATIONS

None.