

**Off-Site Meeting**

**Audio and Video Webstreaming**

**Are Not Available**

## Board Meeting Notice and Agenda

505 Van Ness Avenue  
Hearing Room A  
San Francisco, CA 94102

December 12, 2019  
11:00 a.m.

I. **Open Session - Call to Order and Roll Call**

II. **Information and Discussion Items**

1. **Report of the Executive Officer**

2. **Strategic Plan Accomplishments**  
(materials to Board Members only)

**SP Update**

3. **Report of the Chief Counsel**

4. **Report on the California Public Employees' Retirement System**

5. **New Business**

6. **Public Comment**

III. **Consent Items**

*Routine items are heard on the consent calendar. Consent items are approved with one motion unless a Board Member asks for discussion or separate action on any listed item. Removed items may be taken up either immediately following the consent agenda or maybe placed on a later agenda at the direction of the Board.*

1. **Approval of the Draft Summary Open Minutes from the November 4, 2019, Board Meeting**  
(materials to Board Members only)

**Draft Minutes**

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2. **Approval of the Draft Closed Minutes from the November 4, 2019, Board Meeting**  
(materials to Board Members only)
  3. **Non-Hearing Items** Attachment 1
- IV. **Hearing Items for Action** Attachment 2
1. **CalHR's request to Revise and Retitle four statewide Custodian classifications to Establish one service-wide Custodian classification series; Consolidate and Reallocate incumbents of nine professional cleaning classifications into the revised service-wide Custodian classification series; Assign a Footnote 24 to three classifications; and Abolish one vacant classification**
  2. **California Department of Food and Agriculture's request to Abolish the Plant Quarantine Inspector, Plant Quarantine Supervisor I, and Plant Quarantine Supervisor II eligibility lists**
  3. **California Department of Toxic Substances Control's request to Abolish the Engineering Geologist, Senior Engineering Geologist, and Supervising Engineering Geologist eligibility lists**
  4. **California Department of Water Resources' request to Abolish their Engineering Geologist eligibility list**
- V. **Oral Arguments**
1. **PSC 19-0015(b)**
  2. **Case No. 18-1112PA (closed session)**
- VI. **Closed Session** Attachment 3
- VII. **Reconvene into Open Session – Action Items**
1. **Election of SPB Board Officers and CalPERS Representative** SPB Election
  2. **Career Executive Assignments** Attachment 4
  3. **Submitted Items** Attachment 5

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**4. Evidentiary Cases and Non-Evidentiary Cases**

**Attachment 6**

**VIII. Adjournment**

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Meetings of the State Personnel Board (SPB) are open to the public except when specifically noticed otherwise in accordance with the Bagley-Keene Open Meeting Act. The Board may take action on any item listed on the agenda, unless listed as informational only. Time is approximate and subject to change. Agenda items may be taken out of order to accommodate speakers and to maintain a quorum. This meeting may be cancelled without notice.

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For questions regarding this meeting, please call (916) 653-1028. Comments on agenda items should be submitted to the SPB no later than 12:00 pm the day before the meeting in order to afford Board Members and staff adequate time to fully consider the comments. Email comments directly to [kaye.abbey@spb.ca.gov](mailto:kaye.abbey@spb.ca.gov)

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The meeting facilities are accessible to individuals with disabilities. Requests for disability-related modification or accommodation should be made at least five business days prior to the meeting and should be directed to (916) 653-1028 or [kaye.abbey@spb.ca.gov](mailto:kaye.abbey@spb.ca.gov). TTY/TDD users may dial 7-1-1 for the California Relay Service to submit comments on an agenda item or to request special accommodations for persons with disabilities.

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**Non-Hearing Items**

**Attachment 1**

The following proposals are made to the Board by either CalHR or SPB. It is anticipated that the Board will act on these proposals without a hearing. Anyone with concerns or opposition to these proposals should submit, in writing, a notice to the Executive Officer clearly stating the nature of the concern or opposition. Such notice should explain how the issue in dispute is a merit employment matter within the Board's scope of authority as set forth in the State Civil Service Act (Government Code Section 18500 et seq.) and Article VII of the California Constitution. Matters within the Board's scope of authority include, but are not limited to, personnel selection, employee status, discrimination and affirmative action. Matters outside the Board's scope of authority include, but are not limited to, compensation, employee benefits, position allocation, and organization structure. Such notice must be received not later than close of business on the Monday before the Board meeting at which the proposal is scheduled. Such notice from an exclusive bargaining representative will not be entertained after this deadline, provided the representative has received advance notice of the classification proposal pursuant to the applicable memorandum of understanding. In investigating matters outlined above, the Executive Officer shall act as the Board's authorized representative and recommend that the Board either act on the proposals as submitted without a hearing or schedule the items for a hearing, including a staff recommendation on resolution of the merit issues in dispute.

**A. Requests to Establish, Revise or Abolish Classifications, Alternate Range Criteria, etc.**

**NONE**

**B. California Code of Regulations, title 2 section 90 – Abolishment of Vacant Civil Service Classifications**

In accordance with California Code of Regulations, title 2, section 90, CalHR identified civil service classifications that have been vacant for at least 24 months.

**NONE**

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Hearing Items

Attachment 2

The following items are set for hearing.

**A. Requests to Establish, Revise or Abolish Classifications, Alternate Range Criteria, etc.**

- 1. Request to revise and retitle four statewide custodian classifications to establish one service-wide Custodian classification series; consolidate and reallocate incumbents of nine professional cleaning classifications into the revised service-wide Custodian classification series; assign a Footnote 24 to three classifications; and abolish one vacant classification.**

CalHR in partnership with the highest user departments of the existing Custodian series, proposes to revise and retitle four existing service-wide Custodian classifications of Custodian, Lead Custodian, Custodian Supervisor II and Custodian Supervisor III to create one consolidated service-wide Custodian classification series; reallocate incumbents and consolidate the classifications of Service Assistant (Custodian), Custodian (Correctional Facility), Lead Custodian (Correctional Facility), Armory Custodian I, Custodian Supervisor II (Correctional Facility), Custodian Supervisor III (Correctional Facility), Housekeeper, Supervising Housekeeper I and Supervising Housekeeper II, into the revised service-wide Custodian classification series; abolish the consolidated classifications after all incumbents have been reallocated; assign Footnote 24 to the Hospital Worker, Museum Custodian, and Service Assistant (Hospital) classifications in order to facilitate abolishment upon vacancy; and abolish the vacant classification of Facility Environmental Audit Technician.

**B. Requests to Abolish Eligibility Lists that have Existed for less than 12 Months**

CalHR proposes to abolish the following eligibility lists, which have been in existence less than 12 months.

- 1. Request to Abolish Plant Quarantine Inspector, Plant Quarantine Supervisor I, and Plant Quarantine Supervisor II Eligibility Lists for the California Department of Food and Agriculture**

The California Department of Food and Agriculture is requesting approval to abolish their existing eligibility certification lists for the Plant Quarantine Inspector, Plant Quarantine Supervisor I, and Plant Quarantine Supervisor II.

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**2. Request to Abolish Engineering Geologist, Senior Engineering Geologist, and Supervising Engineering Geologist Eligibility Lists for the Department of Toxic Substances Control**

The Department of Toxic Substances Control is requesting approval to abolish their existing continuous filing eligibility certification lists for the Engineering Geologist, Senior Engineering Geologist, and Supervising Engineering Geologist.

**3. Request to Abolish Engineering Geologist Eligible List for the Department of Water Resources**

The Department of Water Resources is requesting approval to abolish their existing open departmental eligibility list for the Engineering Geologist.

**C. California Code of Regulations, title 2 section 90 – Abolishment of Vacant Civil Service Classifications**

In accordance with California Code of Regulations, title 2, section 90, CalHR identified civil service classifications that have been vacant for at least 24 months.

**NONE**

**Personnel Management Division**  
1515 S Street, North Building, Suite 500  
Sacramento, CA 95811  
(916) 324-9381 Fax (916) 327-1886

**Governor Gavin Newsom**  
**Acting Secretary, Government Operations Agency Julie Lee**  
**Director Eraina Ortega**

**DATE:** December 12, 2019

**TO:** Five-Member State Personnel Board

**FROM:** Melissa Russell, Chief   
Kevin Sperry, Personnel Program Consultant  
Personnel Management Division  
California Department of Human Resources

**SUBJECT:** Revise and retitle four statewide custodian classifications to establish one service-wide Custodian classification series; consolidate and reallocate incumbents of nine professional cleaning classifications into the revised service-wide Custodian classification series; assign a Footnote 24 to three classifications; and abolish one vacant classification.

**SUMMARY OF ISSUES:**

The California Department of Human Resources (CalHR), in partnership with the highest user departments of the existing Custodian series, including the California Correctional Health Care Services, the Department of State Hospitals, the Department of General Services, the California Prison Industry Authority, the California Department of Veteran's Affairs, and the Department of Developmental Services, proposes to establish a consolidated service-wide Custodian classification series.

Specifically, this board item proposes to:

- Revise and retitle the four existing service-wide Custodian classifications of Custodian, Lead Custodian, Custodian Supervisor II and Custodian Supervisor III to create one consolidated service-wide Custodian classification series;
- Reallocate incumbents and consolidate the classifications of Service Assistant (Custodian), Custodian (Correctional Facility), Lead Custodian (Correctional Facility), Armory Custodian I, Custodian Supervisor II (Correctional Facility), Custodian Supervisor III (Correctional Facility), Housekeeper, Supervising Housekeeper I and Supervising Housekeeper II into the revised service-wide Custodian classification series;
- Abolish the consolidated classifications after all incumbents have been reallocated;
- Assign Footnote 24 to the Hospital Worker, Museum Custodian, and Service Assistant (Hospital) classifications in order to facilitate abolishment upon vacancy; and
- Abolish the vacant classification of Facility Environmental Audit Technician.

**CONSULTED:**

Nancy Whitham, Human Resources Associate Director (former), California Correctional Health Care Services

Lisa York, Personnel Officer (former), Department of General Services

Governor Gavin Newsom | Acting Secretary, Government Operations Agency Julie Lee  
Director Eraina Ortega

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Cindy Logan, Classification and Pay Manager (former), Department of State Hospitals  
Randy Fisher, Chief Administrative Officer, California Prison Industry Authority  
Yolanda Alvarez, Personnel Officer (former), Department of Developmental Services  
Karen Escobar, Assistant Deputy Secretary, Human Resources Division, California Department of Veterans Affairs  
KC Campbell, Chief of Human Resources (former), Department of Military  
Ashley Farrell, Classification and Pay Manager (former), Department of Parks and Recreation  
Samantha Kissane, Institutional Personnel Officer, California Health Care Facility - Stockton  
Krista Whisler, Class Consolidation Project Manager, California Department of Human Resources  
Pam Manwiller, Deputy Director of Labor Relations (former), California Department of Human Resources  
Stacy Miranda, Labor Relations Manager II, California Department of Human Resources  
Kristine Rodrigues, Assistant Chief of Labor Relations, California Department of Human Resources  
Jessica Ream-Kirchner, Labor Relations Manager I, California Department of Human Resources

### **NOTIFICATION:**

The Service Employees International Union (SEIU), Local 1000, Association of California State Supervisors (ACSS), and California Association of Managers and Supervisors (CAMS) were notified on April 3, 2017, of this proposal. CalHR met with ACSS on May 4, 2017, and with SEIU on May 25, 2017, and November 5, 2019. All concerns were addressed. CAMS did not respond to the notice.

### **BACKGROUND:**

CalHR and participating departments conducted an occupational analysis of the state's custodian classifications by conducting focus group discussions on June 19 and June 23, 2016, with subject matter experts (SMEs), reviewing existing minimum qualifications, typical duties and responsibilities, and the required knowledge, skills, and abilities for state classifications within the occupational category.

The findings of this analysis revealed the state's custodian/housekeeping workforce consists of a service-wide Custodian series consisting of four levels, a department-specific Custodian (Correctional Facility) series consisting of four levels, a service-wide Housekeeper series consisting of three levels, a single Hospital Worker classification, two Service Assistant specialty classifications, a department-specific Facility Environmental Audit Technician used by the Department of Developmental Services and two department-specific custodial classifications used by the Department of Parks and Recreation and the Military Department. These classifications have duties that overlap and/or have few incumbents at specific state departments. This proposal will eliminate confusion for prospective state employees who are seeking custodial positions by streamlining the classifications and eliminating the need for candidates to take multiple examinations for the same type of work. In addition, it will create a more robust candidate pool from which state departments may hire.

### **CLASSIFICATION CONSIDERATIONS**

The scope of this project was defined by the following criteria:

1. Classification must be affiliated only with Bargaining Unit 15.

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2. The primary body of work must be custodial in nature.
3. Consolidated classifications should have similar minimum qualifications.
4. Impacted employees must remain whole; this includes:
  - a. Current and future earnings potential;
  - b. Upward mobility opportunities; and
  - c. Comparable benefits.
5. Departmental impacts must be minimal (e.g., cost of implementation and/or amount of reorganization required); and
6. Must adhere to Government Code section 19818.6.
  - a. The positions are sufficiently similar in respect to duties and responsibilities that the same descriptive title may be used;
  - b. Substantially the same requirements as to education, experience, knowledge, and ability are demanded of incumbents; and
  - c. Substantially the same tests of fitness may be used in choosing qualified appointees.

These criteria were developed to ensure that each consolidation effort does no harm to current incumbents, complies with current laws and regulations, and meets the needs of user departments.

The proposed revisions to the minimum qualifications for the Custodian classification will eliminate the need for the Service Assistant (Custodian) classification. While the revised Custodian classification will allow candidates with a high school diploma to qualify without experience, the Service Assistant classification does not allow for this substitution and experience in a formal training program is required. This could create situations where an incumbent could qualify for the higher level Custodian position but not the lower-level Service Assistant classification. Due to this, CalHR proposes to consolidate the Service Assistant (Custodian) and the Custodian classification into the proposed Custodian I classification.

The Armory Custodian I classification is department-specific to the Military Department and performs the same duties as the Custodian, but also requires incumbents to perform light maintenance duties and prepare reports. The Armory Custodian I is comparable to the Lead Custodian classification rather than the Custodian. Because of this, the Armory Custodian I will be consolidated with the Lead Custodian into the proposed Custodian II classification, and light maintenance duties will be added to the classification specification for incumbents who work in a military setting.

Based on the feedback from department SMEs, CalHR determined that the minimum qualifications for the Custodian classification should be modified to allow for a broader candidate pool. The minimum qualifications for the current Custodian classification require six months of professional cleaning experience. Department SMEs determined the duties performed by Custodians were easy to train, and professional cleaning experience was not required for incumbents to be successful in the position. This is supported by the work performed by current incumbents. CalHR proposes adding possession of a high school diploma or the equivalent added to the minimum qualifications as a substitute for the required six months' experience at the Custodian level and the three levels above it.

The minimum qualifications for the current Custodian series also have different experience requirements for candidates inside and outside of state service. Outside candidates are required

to possess additional experience. This proposal aligns the inside and outside patterns for experience making them consistent in terms of the number of years, thereby, promoting a more robust candidate pool.

Since the Custodian (Correctional Facility) series is eligible for safety retirement as mandated by Government Code section 19816.20, CalHR added language concerning the safety responsibilities of some positions to the revised service-wide specification. Only incumbents working with inmates and who are responsible for preventing escapes and injuries to these inmates will be eligible for the safety retirement designation.

In review of user-departments' job analyses, CalHR determined that a requirement for Custodians to be able to lift 50 pounds with or without reasonable accommodation should be added to the specification. This requirement is also consistent with private sector custodial positions, further affirming its appropriateness in the revised Custodian series.

The current Lead Custodian classification is rank and file but was previously supervisory and was revised and retitled in 2004. When this specification was revised, most, if not all, of the supervisory responsibilities were left in the specification. This is not appropriate for a rank-and-file classification. Through the review process, CalHR determined that the supervisory tasks needed to be removed from the proposed Custodian II classification and replaced with language that describes working in a lead capacity, such as assisting the supervisor in evaluating employee performance.

CalHR considered consolidating the two supervisory levels into one classification and creating an alternate range for the higher level responsibilities found at the Custodian Supervisor II level; however, due to current laws and rules surrounding employee status, it would be detrimental to an employee's status to have the employee in a higher range rather than a separate classification. Employee rights, including, but not limited to, transfer eligibility, and return rights would be based off the lower range regardless of which range the employee was in. In light of this, CalHR proposes to retain the current supervisory class structure.

CalHR determined the following classifications meet the criteria stated above for the consolidated classification series:

<u>Class Code</u>	<u>Class Title</u>	<u>Incumbents<sup>1</sup></u>
1956	Armory Custodian I	10
2000	Custodian Supervisor III (Correctional Facility)	9
2001	Custodian Supervisor III	14
2002	Custodian Supervisor II	95
2003	Lead Custodian	10
2004	Custodian Supervisor II (Correctional Facility)	38
2005	Lead Custodian (Correctional Facility)	36
2006	Custodian (Correctional Facility)	384
2011	Custodian	1793

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<sup>1</sup> Data as of 10/01/19

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2016	Service Assistant (Custodian)	1
2039	Supervising Housekeeper II	17
2040	Supervising Housekeeper I	42
2043	Housekeeper	4

CalHR determined the following classifications do not meet the criteria stated above; therefore, cannot be consolidated as part of this project:

Class Code	Class Title	Reason for Exclusion
2042	Museum Custodian	Classification became outdated when the Museum Technician classification was established. When this happened, the Museum Custodian was revised and the skilled duties were removed and added to the Museum Technician. Classification has four incumbents and will be assigned Footnote 24 to facilitate abolishment once vacated.
8099	Satellite Wagering Facility Janitor	Classification is protected by 1987 Senate Bill 14 (Chapter 1273) which prevents Satellite Wagering Facilities from using regular civil service classifications when specific Satellite Wagering Facility classifications already exist.
8100	Satellite Wagering Facility Lead Janitor	Classification is protected by 1987 Senate bill 14 (Chapter 1273) which prevents Satellite Wagering Facilities from using regular civil service classifications when specific Satellite Wagering Facility classifications already exist.
8141	Hospital Worker	Outdated classification which combines custodial duties with non-professional nursing duties. The newly revised Certified Nursing Assistant (CNA) classification performs all of the non-professional nursing duties included in the Hospital Worker classification. Classification only has six incumbents. Assign Footnote 24 so class can be abolished once vacated.
8256	Service Assistant (Hospital)	This class is similar to class code 8141. CalHR proposes to assign Footnote 24 as there is only one incumbent. Departments will utilize the CNA classification.

The CalHR Selection Division is working to revise the examinations for the proposed Custodian classifications. These examinations are expected to be available approximately 120 days after

the adoption of this board item. CalHR proposes that as part of this board item, the current certification lists be used during the interim to make appointments to the revised classifications.

Implementation of this project will include CalHR informational meetings for departmental human resources professionals and employees. These informational meetings are part of the communication plan for the project and will be followed by detailed pay letter instructions to be released after Board adoption. These meetings will take place in December after adoption and prior to implementation, with the potential for more in January based on the demand from our user departments and concerns from the unions. CalHR will provide departmental leaders the necessary information to keep their staff apprised of the changes and any new information as it becomes available. CalHR will be available for departmental questions, training, and guidance on direction of the use of these proposed classifications.

In order to facilitate a smooth conversion, CalHR proposes that the changes to the current classifications and the reallocation of incumbents take effect the first day of the pay period, following adoption.

**RECOMMENDATIONS:**

1. That the titles of the following classifications be changed as indicated; that the proposed revised series specification for these classifications as shown in this calendar be adopted; and that the probationary periods be set as indicated in Column II below.

<b>Class Code</b>	<b>Current Class Title Column I</b>	<b>Proposed Class Title Column II</b>	<b>Current Probation Period Column III</b>	<b>Proposed Probation Period Column IV</b>
2001	Custodian Supervisor III	Custodian Supervisor II	12 Months	12 Months
2002	Custodian Supervisor II	Custodian Supervisor I	12 Months	12 Months
2003	Lead Custodian	Custodian II	6 Months	6 Months
2011	Custodian	Custodian I	6 Months	6 Months

2. That the following classifications be abolished after all incumbents have been reallocated:

<b>Class Code</b>	<b>Class Title</b>
1956	Armory Custodian I
2000	Custodian Supervisor III (Correctional Facility)
2004	Custodian Supervisor II (Correctional Facility)
2005	Lead Custodian (Correctional Facility)
2006	Custodian (Correctional Facility)
2016	Service Assistant (Custodian)
2039	Supervising Housekeeper II
2040	Supervising Housekeeper I
2043	Housekeeper

3. That Footnote 24 be applied to the following classifications to prevent further appointments to them and to designate that they be abolished when vacant.

<b>Class Code</b>	<b>Class Title</b>
2042	Museum Custodian
8141	Hospital Worker
8256	Service Assistant (Hospital)

4. That the following vacant classification be abolished.

<b>Class Code</b>	<b>Class Title</b>
2097	Facility Environmental Audit Technician

5. That the following resolution be adopted.

WHEREAS the State Personnel Board on December 12, 2019, adopted the revised series indicated in Column II below; and the duties and responsibilities of these classes were substantially included in the previously existing classes indicated in Column I below; and

WHEREAS the knowledge, abilities, and minimum qualifications required for the classes indicated in Column II were substantially tested for in the examinations held for the classes listed in Column I; and

WHEREAS the tests of fitness have been met by individuals in classes indicated in Column I who are being reallocated to classes in Column II by a status resolution under the auspices of the Civil Service Improvement initiative; and

WHEREAS it has been determined that the duties and responsibilities that have been performed by incumbents in the classifications indicated in Column I are appropriate for reallocation to the classifications indicated in Column II; therefore be it

RESOLVED, That each person with civil service status in the classes in Column I on January 1, 2020, be reallocated to, and hereby granted the same civil service status without further examination in the class listed in Column II; and be it further

RESOLVED, That those individuals shall be reallocated by way of the published pay letter and appropriate personnel transaction(s); and be it further

RESOLVED, That individuals with mandatory reinstatement rights for the classes in Column I shall retain those rights for the comparable class in Column II until expiration of those rights for the classes in Column I; and be it further

RESOLVED, That those incumbents in the classifications indicated in Column I below that have less than 6 months of probationary status shall complete their probation when they have served the equivalent of 6 months of combined experience in the

classifications indicated in Column I and the corresponding classifications indicated in Column II; and be it further

RESOLVED, That those incumbents in the classifications indicated in Column I below that have less than 12 months of probationary status shall complete their probation when they have served the equivalent of 12 months of combined experience in the classifications indicated in Column I and the corresponding classifications indicated in Column II; 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:

<u>Class Code</u>	<u>Column I (Old Class)</u>	<u>Probationary Period</u>	<u>Class Code</u>	<u>Column II (New Class)</u>	<u>Probationary Period</u>
1956	Armory Custodian I	6 Months	2003	Custodian II	6 Months
2000	Custodian Supervisor III (Correctional Facility)	12 Months	2001	Custodian Supervisor II	12 Months
2001	Custodian Supervisor III	12 Months	2001	Custodian Supervisor II	12 Months
2002	Custodian Supervisor II	12 Months	2002	Custodian Supervisor I	12 Months
2003	Lead Custodian	6 Months	2003	Custodian II	6 Months
2004	Custodian Supervisor II (Correctional Facility)	12 Months	2002	Custodian Supervisor I	12 Months
2005	Lead Custodian (Correctional Facility)	6 Months	2003	Custodian II	6 months
2006	Custodian (Correctional Facility)	6 Months	2011	Custodian I	6 Months
2011	Custodian	6 Months	2011	Custodian I	6 Months
2016	Service Assistant (Custodian)	6 Months	2011	Custodian I	6 Months
2039	Supervising Housekeeper II	12 Months	2002	Custodian Supervisor I	12 Months

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2040	Supervising Housekeeper I	12 Months	2002	Custodian Supervisor I	12 Months
2043	Housekeeper	6 months	2011	Custodian I	6 Months



## RESOLUTION

WHEREAS the State Personnel Board on December 12, 2019, adopted the revised series indicated in Column II below; and the duties and responsibilities of these classes were substantially included in the previously existing classes indicated in Column I below; and

WHEREAS the knowledge, abilities, and minimum qualifications required for the classes indicated in Column II were substantially tested for in the examinations held for the classes listed in Column I; and

WHEREAS the tests of fitness have been met by individuals in classes indicated in Column I who are being reallocated to classes in Column II by a status resolution under the auspices of the Civil Service Improvement initiative; and

WHEREAS it has been determined that the duties and responsibilities that have been performed by incumbents in the classifications indicated in Column I are appropriate for reallocation to the classifications indicated in Column II; therefore be it

### **IT IS RESOLVED AND ORDERED THAT:**

RESOLVED, That each person with civil service status in the classes in Column I on January 1, 2020, be reallocated to, and hereby granted the same civil service status without further examination in the class listed in Column II; and be it further

RESOLVED, That those individuals shall be reallocated by way of the published pay letter and appropriate personnel transaction(s); and be it further

RESOLVED, That individuals with mandatory reinstatement rights for the classes in Column I shall retain those rights for the comparable class in Column II until expiration of those rights for the classes in Column I; and be it further

RESOLVED, That those incumbents in the classifications indicated in Column I below that have less than 6 months of probationary status shall complete their probation when they have served the equivalent of 6 months of combined experience in the classifications indicated in Column I and the corresponding classifications indicated in Column II; and be it further

RESOLVED, That those incumbents in the classifications indicated in Column I below that have less than 12 months of probationary status shall complete their probation

when they have served the equivalent of 12 months of combined experience in the classifications indicated in Column I and the corresponding classifications indicated in Column II; 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:

<b>Class Code</b>	<b>Column I (Old Class)</b>	<b>Probationary Period</b>	<b>ClassCode</b>	<b>Column II (New Class)</b>	<b>Probationary Period</b>
1956	Armory Custodian I	6 Months	2003	Custodian II	6 Months
2000	Custodian Supervisor III (Correctional Facility)	12 Months	2001	Custodian Supervisor II	12 Months
2001	Custodian Supervisor III	12 Months	2001	Custodian Supervisor II	12 Months
2002	Custodian Supervisor II	12 Months	2002	Custodian Supervisor I	12 Months
2003	Lead Custodian	6 Months	2003	Custodian II	6 Months
2004	Custodian Supervisor II (Correctional Facility)	12 Months	2002	Custodian Supervisor I	12 Months
2005	Lead Custodian (Correctional Facility)	6 Months	2003	Custodian II	6 months
2006	Custodian (Correctional Facility)	6 Months	2011	Custodian I	6 Months
2011	Custodian	6 Months	2011	Custodian I	6 Months


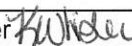

2016	Service Assistant (Custodian)	6 Months	2011	Custodian I	6 Months
2039	Supervising Housekeeper II	12 Months	2002	Custodian Supervisor I	12 Months
2040	Supervising Housekeeper I	12 Months	2002	Custodian Supervisor I	12 Months
2043	Housekeeper	6 Months	2011	Custodian I	6 Months

The foregoing resolution was made and adopted by Board during its meeting on December 12, 2019 as reflected in the record of the meeting and Board minutes.

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SUZANNE M. AMBROSE  
Executive Officer

**CALIFORNIA DEPARTMENT OF HUMAN RESOURCES  
CLASSIFICATION ITEM TRANSMITTAL**

Board Meeting Date: December 12, 2019	Location: San Francisco	ROUTING:  ANALYST: Kevin Sperry 
Calendar:	Hearing items will be scheduled for 30 minutes unless otherwise specified:	
<input type="checkbox"/> Non-Hearing <input type="checkbox"/> Staff <input checked="" type="checkbox"/> Hearing		PROJECT MANAGER: PMD Chief: Krista Whisler  Melissa Russell 
<b>SUBJECT:</b> Revise and retitle four statewide custodian classifications to establish one service-wide Custodian classification series; consolidate and reallocate incumbents of nine professional cleaning classifications into the revised service-wide Custodian classification series; assign a Footnote 24 to three classifications; and abolish one vacant classification.		

<b>CalHR OR DEPT REVIEW</b> 1. Specifications: <input checked="" type="checkbox"/> Attached 2. Salary Comp Resolution (Deep Class Only): <input type="checkbox"/> Included <input checked="" type="checkbox"/> Not Applicable 3. Draft Item Sent to Employee Union(s): <b>Date: April 3, 2017</b>		
<b>NOTIFIED AND SENT COPIES TO:</b> Association of California State Supervisors California Association of Managers and Supervisors Service Employees International Union, Local 1000		
<b>SPB REVIEW</b> 1. Nontesting Class: <input type="checkbox"/> Examination Processing Unit Notified 2. Entry-Level Class: <input type="checkbox"/> Health Questionnaire <input type="checkbox"/> Medical Exam 3. Type of Certification: <input checked="" type="checkbox"/> 3 Ranks <input type="checkbox"/> 3 Names 4. Status/Exam Resolution Approved: <input type="checkbox"/> Date <input type="checkbox"/> Policy Analyst 5. Prob Periods (other than 6 mos): <input type="checkbox"/> Reviewed <input type="checkbox"/> Not applicable 6. Job Category/Categories: <input type="checkbox"/> Submitted <input type="checkbox"/> Reviewed		
<b>SECRETARIAT REVIEW</b> <input type="checkbox"/> Before Letters Mailed on _____(Date) <input type="checkbox"/> After Letters Mailed on _____(Date)		

**BARGAINING UNITS EXCLUDED REPRESENTATIVE CONTACT LIST**

**SEIU Units**

1,  3,  4,  11,  14  15,  17,  20,  21  **PECG Unit 9**

Yvonne Walker, Chief of Staff  
Service Employees International Union  
1808 14th Street  
Sacramento, CA 95811  
(916) 471-7348; Fax (916) 554-1269

Bruce Blanning, Executive Assistant  
Professional Engineers in CA Government  
455 Capitol Mall, Suite 501  
Sacramento, CA 95814  
(916) 446-0400; FAX (916) 446-0489

**CASE Unit 2**

Katherine E. Regan  
California Attorneys, Admin. Law Judges &  
Hearing Officers in State Employment  
1231 I Street, Suite 300  
Sacramento, CA 95814  
(916) 669-5862; FAX (916) 669-4199

**CAPS Unit 10**

Christopher Voight  
California Association of Professional Scientists  
455 Capitol Mall, Suite 500  
Sacramento, CA 95814  
(916) 441-2629; FAX (916) 442-4182

**CAHP Unit 5**

California Association of Highway Patrolmen  
Stationary Engineers Division  
2030 V Street  
Sacramento, CA 95818  
(916) 452-6751; FAX (916) 457-3398

**IUOE Unit 12**

Steve Crouch, Director of Public Employees  
Stationary Engineers, Local 39  
1620 North Market Boulevard  
Sacramento, CA 95834  
(916) 928-0399; FAX (916) 928-1216  
Toll-free (800) 989-9109

**CCPOA Unit 6**

Suzanne Jimenez, Chief of Labor  
California Correctional Peace  
Officers Association  
755 Riverpoint Drive, Suite 200  
(916) 372-6060; FAX (916) 340-5032

**IUOE Unit 13**

Steve Crouch, Director of Public Employees  
Stationary Engineers, Locals 39  
1620 North Market Boulevard  
Sacramento, CA 95834  
(415) 928-0399; FAX (916) 928-1216

**CSLEA Unit 7**

Kasey Christopher Clark, General  
Mgr/Chief Counsel  
California Statewide Law Enforcement  
Association  
2029 H Street  
Sacramento, CA 95811  
(916) 447-5262; FAX (916) 447-1583

**UAPD Unit 16**

Zegory Williams, Executive Director  
Union of American Physicians & Dentists  
180 Grand Avenue, Suite 1380  
Oakland, CA 94612  
(510) 839-0193; FAX (510) 763-8756

**CDF Firefighters Unit 8**

Tim Edwards, State Rank and File Director  
CalFIRE, Local 2881  
1731 J Street, Suite 100  
Sacramento, CA 95814  
(916) 609-8700; FAX (916) 609-8711

**CAPT Unit 18**

Ann Lyles, Consultant  
California Association of Psychiatric Techs  
1220 "S" Street, Suite 100  
Toll-free (800) 677-2278

**AFSCME Unit 19**

Cliff Tillman, Senior Business Representative  
2150 River Plaza Drive, Suite 275  
Sacramento, CA 95833  
(916) 923-1860; FAX (916) 923-1877

## Sperry, Kevin

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**From:** Rodrigues, Kristine  
**Sent:** Thursday, November 07, 2019 9:31 PM  
**To:** Sperry, Kevin; Whisler, Krista  
**Cc:** Ream-Kirchner, Jessica  
**Subject:** FW: Unit 15 Classification Consolidation - SEIU Local 1000  
**Attachments:** RE: Custodian Consolidation Meet and Confer - November 5 @ 1pm

Kevin & Krista:

Here is the approval from SEIU. Please let me know when it gets scheduled on calendar or if there are delays.

Thank you.

Kristine

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**From:** Sims, Kenny <[KSims@SEIU1000.org](mailto:KSims@SEIU1000.org)>  
**Sent:** Thursday, November 7, 2019 5:02 PM  
**To:** Rodrigues, Kristine <[Kristine.Rodrigues@calhr.ca.gov](mailto:Kristine.Rodrigues@calhr.ca.gov)>  
**Cc:** Patterson, Maria <[mpatterson@SEIU1000.org](mailto:mpatterson@SEIU1000.org)>  
**Subject:** Unit 15 Classification Consolidation - SEIU Local 1000

Hello Ms. Rodrigues,

SEIU Local 1000 Unit 15 would like to formally agree to the classification consolidation specification changes that CalHR presented to the Union during our November 5, 2019 meet and confer (please see attached). We have no objections to the consolidation package and support the proposal to the State Personnel Board (SPB).

Additionally, SEIU Local 1000 has no opposition to the abolishment of the Unit 15 classification, Facility Environmental Audit Technician (#2097) as presented in the Custodian classification consolidation package.

Please let me know if you need additional items or information in order to move these item through the SPB process.

Sincerely,

Kenny Sims

Area Coordinator  
Contract Department  
SEIU Local 1000  
1808 14<sup>th</sup> Street  
Sacramento, CA 95811

Work: 916.554.1225  
Fax: 916.554.1269

**California State Personnel Board Specification  
CUSTODIAN SERIES**

<b>Schem Code</b>	<b>Class Code</b>	<b>Class Titles</b>	<b>Probation Period</b>
DC40	2011	Custodian I	6 months
DC30	2003	Custodian II	6 months
DC20	2002	Custodian Supervisor I	12 months
DC10	2001	Custodian Supervisor II	12 months

**SALARY INFORMATION**

**DESCRIPTION**

This classification series describes four classifications for professional cleaning of offices, buildings, correctional facilities, hospitals, and other facilities. Incumbents in this classification series at departments with inmates or mental health patients must be willing to work in a correctional facility environment, comply with safety and security procedures, and interact with staff, patients, inmates or youth offenders from a wide range of cultural backgrounds in a professional manner. Incumbents at these facilities are expected to have and maintain sufficient amount of strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations without compromising their health and well-being or the well-being of their fellow employees, patients, inmates or youth offenders.

**Custodian I**

Under supervision, incumbents perform custodial services in keeping an office, building, area, correctional facility, residential facility, or medical facility clean and orderly; may instruct, lead, or provide instruction to inmates, youth offenders, or institutional residents who are assigned to assist with custodial services; sweep, scrub, mop and wax floors; vacuum rugs and carpets; clean, dust, and polish cabinets, furniture, and woodwork; empty and clean waste receptacles; clean stairways, escalators, elevators, hallways, restrooms, offices, lobbies, patient rooms, exam rooms, resident rooms, and emergency rooms; clean ceilings, walls, windows, window shades, and light fixtures; assist in moving and arranging furniture and equipment as required; polish metal work; turn out lights and lock doors and windows; refill lavatory and housekeeping supplies; make beds and care for linens; replace light globes and tubes; operate scrubbers, buffers, waxers, and other equipment and machinery; operate a freight or passenger elevator. In smaller, outlying offices and buildings, as incidental assignments, washes windows, washes automotive equipment, and maintains ornamental plantings in and around buildings and parking areas; and maintains parking areas, and cleans sidewalks.

**Custodian II**

Under direction, incumbents work with, lead and instruct Custodians, inmates, youth offenders, or institutional residents engaged in keeping an office, building, area, correctional facility, residential facility, or medical facility clean and orderly; lead the work of a small work crew; assist with the evaluation of the performance of employees; request, receive, inspect, store, and inventory supplies; receive complaints from building occupants and make or recommend necessary adjustments; keep records and prepare reports; and assist Custodian Supervisors in training lower-level staff.

A limited number of positions will be allocated to this level for incumbents working in a military base setting who perform custodial services, as well as, store, safeguard, and keep records of

State property; maintain buildings and grounds; make simple repairs required in the upkeep of buildings such as replacing windows, light switches and electrical outlets, painting, and repairing faulty plumbing; use high ladders and scaffolding as necessary; and use hand and power tools.

### **Custodian Supervisor I**

Under direction, incumbents direct, plan, organize, supervise, and assist with the cleaning and custodial work of Custodians, inmates, youth offenders, or institutional residents; evaluate their performance; supervise the operation of custodial machinery and equipment; perform inspections and maintain custodial practices and standards of safety and sanitation; train new employees; keep records and prepare reports; and may act on behalf of the Custodian Supervisor II in his/her absence.

### **Custodian Supervisor II**

Under direction, incumbents plan, organize, direct, and supervise the cleaning and custodial services of lower level employees; assist in developing training programs; protect and maintain the safety of persons and property; may instruct, lead, or supervise inmates, youth offenders, or institutional residents; assign work, supervise, and give instruction and training to custodial employees, inmates, youth offenders or institutional residents; evaluate performance, and take or recommend appropriate action; supervise the operation of custodial machinery and equipment; perform inspections and maintain custodial practices and standards of safety and sanitation; request, receive, inspect, store, and inventory supplies; receive complaints from building occupants and make or recommend necessary adjustments; keep records and prepare reports.

## **MINIMUM QUALIFICATIONS**

### **Custodian I**

Six months of professional cleaning experience. Possession of a high school diploma or equivalent can be substituted for the required experience.

### **Custodian II**

#### **Either I**

Six months of experience in California state service performing duties of a class with a level of responsibility equivalent to a Custodian I; or

#### **II**

One year of professional cleaning experience. Possession of a high school diploma or equivalent can be substituted for six months of the required experience.

### **Custodian Supervisor I**

#### **Either I**

One year in California state service performing duties of a class with a level of responsibility equivalent to a Custodian II; or

#### **II**

18 months in California state service performing duties of a class with a level of responsibility equivalent to a Custodian I; or

#### **III**



Two years of professional cleaning experience, with at least one year leading, directing, and giving instruction and training to custodians, inmates, youth offenders, or institutional residents engaged in cleaning services. Possession of a high school diploma or equivalent can be substituted for six months of the required non-lead experience.

### **Custodian Supervisor II**

#### **Either I**

Two years in the California state service performing duties of a class with a level of responsibility equivalent to a Custodian Supervisor I; or

#### **II**

Four years of professional cleaning experience, with at least two years supervising, directing, and giving instruction and training to custodians, inmates, youth offenders, or institutional residents, engaged in cleaning services. Possession of a high school diploma or equivalent can be substituted for six months of the required non-supervisory experience.

### **KNOWLEDGE AND ABILITIES**

#### **Custodian I**

Knowledge of: Materials, chemicals, disinfectants, equipment, and methods used in professional cleaning work; sanitation and safety measures in the operating, cleaning and care of equipment and work areas; and safety practices.

Ability to: Safely use and care for equipment and supplies; safely use manual and/or electric cleaning equipment; keep accurate inventories; follow directions; learn and perform routine custodial tasks; work courteously and cooperatively with others; safely lift and carry objects weighing up to 50 pounds; identify and resolve complex issues as it relates to custodial functions; utilize acceptable work habits and meet established standards; and communicate effectively.

Ability to, in departments with inmates or mental health patients: All of the above, and maintain order and supervise the conduct of persons committed; prevent escapes and injury of these persons, to themselves, to others, and to property; maintain security of work areas and work materials.

#### **Custodian II**

Knowledge of: All of the above and training techniques; procurement documents for cleaning supplies; and personal computer hardware and/or software products.

Ability to: All of the above, including the specific requirements within departments with inmates or mental health patients, and promote positive, collaborative, and professional working relationships; facilitate meetings to provide information and determine action needed; plan, organize and/or manage multiple tasks; and work independently or as a team member.

Ability to, while working in a military base setting: Make various minor building repairs; work from ladders, scaffolds, and in high places; write clear and concise reports; analyze situations accurately and adopt an effective course of action; keep records of State property.

#### **Custodian Supervisor I/ Custodian Supervisor II**

Knowledge of: all of the above, and principles of effective supervision; training methods; use of purchase orders for cleaning supplies and equipment; supervisor's responsibility for promoting

equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment.

Ability to: all of the above, including the specific requirements within departments with inmates or mental health patients, and plan, organize, and direct the work of others; conduct in-service training programs; keep inventories and make requisitions; analyze situations accurately and implement an effective course of action; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Some positions in these classifications may be eligible for safety retirement in accordance with Government Code section 19816.20.

### **PREFERRED OR DESIRABLE QUALIFICATIONS**

Willing to work evenings, weekends, and overtime.

All employees must have general qualifications as described by California Code of Regulations, title 2, section 172.

### **CLASS HISTORY**

Class Title	Date Established	Date Revised	Date Abolished	Date Title Changed
Custodian I	1931	01/01/2020		01/01/2020
Custodian II	07/09/1954	01/01/2020		01/01/2020
Custodian Supervisor I	07/09/1954	01/01/2020		01/01/2020
Custodian Supervisor II	07/09/1954	01/01/2020		01/01/2020

Custodian Consolidation Mapping

CURRENT		PROPOSED	
Class Code	Class Title	Class Code	Class Title
2006	Custodian (Correctional Facility)	2011	Custodian I
2011	Custodian		
2016	Service Assistant (Custodian)		
2043	Housekeeper		
1956	Armory Custodian I	2003	Custodian II
2003	Lead Custodian		
2005	Lead Custodian (Correctional Facility)		
2002	Custodian Supervisor II	2002	Custodian Supervisor I
2004	Custodian Supervisor II (Correctional Facility)		
2039	Supervising Housekeeper II		
2040	Supervising Housekeeper I		
2000	Custodian Supervisor III (Correctional Facility)	2001	Custodian Supervisor II
2001	Custodian Supervisor III		

**Abolish**

2097 Facility Environmental Audit Technician

**Footnote 24**

2042 Museum Custodian

8141 Hospital Worker

8256 Service Assistant (Hospital Worker)

**No Change**

8099 Satellite Wagering Facility Janitor

8100 Satellite Wagering Facility Lead Janitor

**Selection Division**  
1515 S Street, North Building, Suite 500  
Sacramento, CA 95811  
(916) 322-5193 Fax (916) 322-8376

**Governor Gavin Newsom**  
**Acting Secretary, Government Operations Agency Julie Lee**  
**Director Eraina Ortega**

**DATE: December 12, 2019**

**TO: Five-Member State Personnel Board**

**FROM: Candy Zonneveld for**  
**Steve VanKrevelen, Assistant Chief**   
**Selection Division**

**SUBJECT: REQUEST TO ABOLISH PLANT QUARANTINE INSPECTOR, PLANT  
QUARANTINE SUPERVISOR I, AND PLANT QUARANTINE  
SUPERVISOR II ELIGIBILITY LISTS FOR THE CALIFORNIA DEPARTMENT  
OF FOOD AND AGRICULTURE**

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The California Department of Food and Agriculture (CDFA) is requesting approval to abolish their existing eligibility certification lists for the Plant Quarantine Inspector, Plant Quarantine Supervisor I, and Plant Quarantine Supervisor II. These classifications work within the Plant Health and Pest Prevention Services (PHPPS) Division and are responsible for the operation of 16 border protection stations, some of which are in remote locations and some are operated 24 hours a day, seven days a week.

The California Food and Agricultural Code, Chapter 5, Article 3 gives authority to the CDFA, "to prevent the introduction into, or the spread within this state, of pests, the director shall maintain at such places within this state as he deems necessary plant quarantine inspection stations for the purpose of inspecting all conveyances which might carry plants or other things which are, or liable to be, infested or infected with any pest."

Incumbents who work at these border patrol stations are the first line of defense in the State's pest exclusion efforts. They are responsible for inspecting plant materials carried in or on vehicles for the presence of agricultural pests and for compliance with plant quarantine regulations; inspect shipments of fruits, nuts, vegetables or other commodities for compliance with standardization requirements; determine violations and issue appropriate citations; make preliminary identification of insect and disease pests; and intercept and dispose of condemned articles.

During most years, more than 20 million private vehicles and seven million commercial vehicles pass through the border patrol stations into California. It is therefore imperative that PHPPS has the capability to hire qualified candidates quickly to ensure these stations are adequately staffed.

To streamline the hiring process and ensure it continues without interruption, the CDFA partnered with the California Department of Human Resources to develop automated on-line examinations with continuous filing resulting in three-rank lists for these classifications. Availability of these examinations 24 hours a day, seven days a week will allow applicants to access the examinations anytime instead of waiting for the department to administer the examinations. This will assist in ensuring there are viable eligibility lists.

Upon approval to abolish the current eligible lists, the CDFA will advise all eligible candidates they will need to participate in the new on-line examination to re-establish list eligibility.

The CDFA is requesting the identified eligibility lists below be abolished:

<b>List Code</b>	<b>Classification Title</b>	<b>Number of Active Eligibles</b>
10446	Plant Quarantine Inspector	43
16900	Plant Quarantine Supervisor I	25
16901	Plant Quarantine Supervisor II	12

**CONSULTED:**

Cynthia Keisler, Department of Food and Agriculture  
Gay Faivre, Department of Food and Agriculture  
Candy Zonneveld, California Department of Human Resources

**NOTIFICATION:**

Not applicable

**RECOMMENDATION:**

The effective date of December 17, 2019, the examination lists identified in this calendar are abolished.

## **RESOLUTION**

**WHEREAS**, Article VII, Section 1, subdivision (b) of the California Constitution mandates that civil service appointments and promotions shall be made under a general system based on merit, as ascertained by competitive examination; and

**WHEREAS**, pursuant to the provisions of Article VII, Section 3, of the California Constitution, the State Personnel Board (SPB) is the entity that has been tasked with the authority to oversee and enforce the State civil service statutes; and

**WHEREAS**, the current eligible lists for the Plant Quarantine Inspector, Plant Quarantine Supervisor I, and Plant Quarantine Supervisor II are less than one year old and per Government Code section 18901, SPB approval is needed to abolish these eligible lists; and

**WHEREAS**, the California Department of Food and Agriculture (CDFA) ceased examining the Plant Quarantine Inspector on April 9, 2019 and,

**WHEREAS**, the CDFA ceased examining the Plant Quarantine Supervisor I and Plant Quarantine Supervisor II on August 8, 2019; and

**WHEREAS**, the California Department of Human Resources (CalHR) and the CDFA have created new online Training and Experience (T&E) examinations to establish three-rank eligible lists for Plant Quarantine Inspector, Plant Quarantine Supervisor I, and Plant Quarantine Supervisor II;

**WHEREAS**, the CDFA will continue to use the Plant Quarantine Inspector, Plant Quarantine Supervisor I, and Plant Quarantine Supervisor II lists until December 17, 2019; and

**WHEREAS**, upon approval to abolish the current eligible lists, the CDFA will advise all eligibles they will need to participate in the T&E examinations for the Plant Quarantine Inspector, Plant Quarantine Supervisor I, and Plant Quarantine Supervisor II examinations to re-establish list eligibility.

**IT IS RESOLVED AND ORDERED THAT:**

The CalHR is hereby authorized to abolish the current Plant Quarantine Inspector, Plant Quarantine Supervisor I, and Plant Quarantine Supervisor II eligible lists on behalf of CDFA as outlined above.

The foregoing resolution was made and adopted by the Board during its meeting on December 12, 2019 as reflected in the record of the meeting and Board minutes.

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SUZANNE M. AMBROSE  
Executive Officer

**Selection Division**  
1515 S Street, North Building, Suite 500  
Sacramento, CA 95811  
(916) 322-5193 Fax (916) 322-8376

**Governor Gavin Newsom**  
**Acting Secretary, Government Operations Agency Julie Lee**  
**Director Eraina Ortega**

**DATE: December 12, 2019**

**TO: Five-Member State Personnel Board**

**FROM: Candy Zonneveld for *CZ*  
Steve VanKrevelen, Assistant Chief  
Selection Division**

**SUBJECT: REQUEST TO ABOLISH ENGINEERING GEOLOGIST, SENIOR  
ENGINEERING GEOLOGIST, AND SUPERVISING ENGINEERING  
GEOLOGIST ELIGIBILITY LISTS FOR THE DEPARTMENT OF TOXIC  
SUBSTANCES CONTROL**

---

The Department of Toxic Substances Control (DTSC) is requesting approval to abolish their existing continuous filing eligibility certification lists for the Engineering Geologist, Senior Engineering Geologist, and Supervising Engineering Geologist.

Consistent with the goals of the Civil Service Improvement Project, DTSC is committed to improving and streamlining current civil service examination processes. The Engineering Geologist a servicewide classification used by multiple departments. The DTSC and numerous other departments are currently working with the California Department of Human Resources (CalHR) Service Wide team to develop an automated on-line examination with continuous filing and a three rank list. The new Engineering Geologist examination has a tentative release date of December 2019.

Having a new Engineering Geologist examination will establish a new list in the Examination Certification Online System. If DTSC is unable to abolish the current eligible lists, it will adversely affect their ability to reach candidates on the new eligibility list.

DTSC ceased examining for the Engineering Geologist, Senior Engineering Geologist, and Supervising Engineering Geologist on October 24, 2019 and will continue to use the lists until January 21, 2020 or when the lists are exhausted, whichever date occurs sooner.

Upon approval to abolish the current eligible lists, DTSC will advise all eligibles that they will need to participate in the new on-line examination to re-establish list eligibility. It is DTSC's intent to make this examination transition as smooth as possible.



Pursuant to Government Code section 18901, DTSC does not have the authority to abolish the previous eligibility lists because eligibility records established less than 12 months prior exist. If granted permission to abolish the current eligible lists, DTSC will provide active eligible candidates a 30-day notification to reestablish their list eligibility. Candidates who choose not to take the new examination, will no longer have eligibility.

Therefore, DTSC is requesting that the identified eligibility lists below be abolished:

<b>List Code</b>	<b>Classification Title</b>	<b>Number of Active Eligibles</b>
10183	Engineering Geologist	61
10645	Senior Engineering Geologist	23
10248	Supervising Engineering Geologist	2

**CONSULTED:**

Joanne Haas, Department of Toxic Substances Control  
Pamela Vinson, Department of Toxic Substances Control  
Candy Zonneveld, California Department of Human Resources

**NOTIFICATION:**

Not applicable

**RECOMMENDATION:**

The effective date of January 21, 2020, the examination lists identified in this calendar are abolished.

## RESOLUTION

**WHEREAS**, Article VII, Section 1, subdivision (b) of the California Constitution mandates that civil service appointments and promotions shall be made under a general system based on merit, as ascertained by competitive examination; and

**WHEREAS**, pursuant to the provisions of Article VII, Section 3, of the California Constitution, the State Personnel Board (SPB) is the entity that has been tasked with the authority to oversee and enforce the State civil service statutes; and

**WHEREAS**, in an effort to align with the Civil Service Improvement Project's vision to maximize the use of state resources, and minimize the confusion to the public for potentially having to use multiple testing systems, the Department of Toxic Substances Control (DTSC) will be utilizing the California Department of Human Resources' (CalHR) web based Training and Experience examination and Examination Certification Online System to administer and maintain the Engineering Geologist, Senior Engineering Geologist, and Supervising Geologist examinations and eligibility lists; and

**WHEREAS**, DTSC's current eligible lists for the Engineering Geologist, Senior Engineering Geologist, and Supervising Engineering Geologist is resulting from continuous testing on DTSC's internal testing system with eligibility records less than one year old; and

**WHEREAS**, pursuant to Government Code section 18901, DTSC does not have the authority to abolish lists with eligible records having less than 12 months of eligibility;

**WHEREAS**, DTSC ceased examining for the Engineering Geologist, Senior Engineering Geologist, and Supervising Engineering Geologist on October 24, 2019, and will continue to use the lists until January 21, 2020, or until the lists are exhausted, whichever date occurs sooner; and

**WHEREAS**, upon approval to abolish the current eligible lists, DTSC will advise all eligibles that they will need to participate in the new on-line Engineering Geologist, Senior Engineering Geologist, and Supervising Engineering Geologist examinations to re-establish list eligibility;

**IT IS RESOLVED AND ORDERED THAT:**

The CalHR is hereby authorized to abolish the current Engineering Geologist, Senior Engineering Geologist, and Supervising Engineering Geologist eligible lists on behalf of the DTSC as outlined above.

The foregoing resolution was made and adopted by the Board during its meeting on December 12, 2019 as reflected in the record of the meeting and Board minutes.

---

SUZANNE M. AMBROSE  
Executive Officer

**Selection Division**  
1515 S Street, North Building, Suite 500  
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(916) 322-5193 Fax (916) 322-8376

**Governor Gavin Newsom**  
**Acting Secretary, Government Operations Agency Julie Lee**  
**Director Eraina Ortega**

**DATE: December 12, 2019**

**TO: Five-Member State Personnel Board**

**FROM: Candy Zonneveld for *Czy*  
Steve VanKrevelen, Assistant Chief  
Selection Division**

**SUBJECT: REQUEST TO ABOLISH ENGINEERING GEOLOGIST ELIGIBLE LIST  
FOR THE DEPARTMENT OF WATER RESOURCES**

---

The Department of Water Resources (DWR) is requesting approval to abolish their existing open departmental eligibility list for the Engineering Geologist.

Consistent with the goals of the Civil Service Improvement Project, DWR is committed to improving and streamlining current civil service examination processes. The Engineering Geologist is a servicewide classification used by multiple departments. The DWR and numerous other departments are currently working with the California Department of Human Resources (CalHR) Service Wide team to develop an automated on-line examination with continuous filing and a three rank list. The new Engineering Geologist examination has a tentative release date of December 2019.

Having a new Engineering Geologist examination will establish a new list in the Examination Certification Online System. If DWR is unable to abolish the current eligible list, it will adversely affect their ability to reach candidates on the new eligibility list.

The current Engineering Geologist list is a merged list established on June 5, 2009 and is based on an online Training and Experience examination. The DWR has ceased from examining on an open basis for the Engineering Geologist on October 10, 2019.

Upon approval to abolish the current eligible list, DWR will advise all eligibles that they will need to participate in the new on-line examination to re-establish list eligibility. It is DWR's intent to make this examination transition as smooth as possible.

Pursuant to Government Code section 18901, DWR does not have the authority to abolish the previous eligibility list because eligibility records established less than 12 months prior exist. If granted permission to abolish the current continuous list, DWR will provide active eligible candidates a 30-day notification to reestablish their list eligibility.

Candidates who choose not to take the new exam, will no longer have eligibility.

Therefore, DWR is requesting that the identified eligibility list below be abolished:

<b>List Code</b>	<b>Classification Title</b>	<b>Number of Active Eligibles</b>
665	Engineering Geologist	233

**CONSULTED:**

Brittany Armstrong, Department of Water Resources

Myra Galvez, Department of Water Resources

Candy Zonneveld, California Department of Human Resources

**NOTIFICATION:**

Not applicable

**RECOMMENDATION:**

The effective date of January 1, 2020, the examination list identified in this calendar is abolished.

## RESOLUTION

**WHEREAS**, Article VII, Section 1, subdivision (b) of the California Constitution mandates that civil service appointments and promotions shall be made under a general system based on merit, as ascertained by competitive examination; and

**WHEREAS**, pursuant to the provisions of Article VII, Section 3, of the California Constitution, the State Personnel Board (SPB) is the entity that has been tasked with the authority to oversee and enforce the State Civil Service statutes; and

**WHEREAS**, in an effort to align with the Civil Service Improvement Project's vision to maximize use of state resources, and minimize the confusion to the public for potentially having to use multiple testing systems, the Department of Water Resources (DWR) will be utilizing the California Department of Human Resources' (CalHR) web based Training and Experience (T&E) examination and Examination Certification Online System to administer and maintain the Engineering Geologist examination and eligibility list; and

**WHEREAS**, DWR's current eligible list for the Engineering Geologist is resulting from continuous testing on DWR's internal testing system with eligibility records less than one year old; and

**WHEREAS**, pursuant to Government Code section 18901, DWR does not have the authority to abolish lists with eligible records having less than 12 months of eligibility;

**WHEREAS**, DWR ceased examining for the Engineering Geologist on October 10, 2019, and will continue to use the list until January 1, 2020, or until the list is exhausted, whichever date occurs sooner; and

**WHEREAS**, the CalHR is overseeing the creation of a new service wide online T&E examination with a release date of December 2019; and

**WHEREAS**, upon approval to abolish the current eligible list, DWR will advise all eligibles that they will need to participate in the new service wide on-line Engineering Geologist examination to re-establish list eligibility.

**IT IS RESOLVED AND ORDERED THAT:**

The CalHR is hereby authorized to abolish the current Engineering Geologist eligible list on behalf of DWR as outlined above.

The foregoing resolution was made and adopted by the Board during its meeting on December 12, 2019 as reflected in the record of the meeting and Board minutes.

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SUZANNE M. AMBROSE  
Executive Officer

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**Closed Session**

**Attachment 3**

**Employee Appointments, Disciplinary Matters, and Other Appeals**

Deliberations to consider matters submitted at prior hearing.

[Government Code Sections 11126(c)(3), 18653(3)]

**Deliberation on Non-Evidentiary Cases and Adverse Actions, Discrimination Complaints and other Proposed Decisions Submitted by Administrative Law Judges**

Deliberations on proposed, rejected, remanded, and submitted decisions, petitions for rehearing, and other matters related to cases heard by Administrative Law Judges of the SPB or by the Board itself.

[Government Code sections 11126(c)(3), 18653]

**Pending Litigation**

Conference with legal counsel to confer with and receive advice regarding pending litigation when discussion in open session would be prejudicial. Counsel will submit a list of SPB litigations and writ litigations for the Board to review and confer. Case name unspecified. (Disclosure of case name would jeopardize existing settlement negotiations and litigation strategy.)

[Government Code sections 11126(e), 18653]

[Government Code sections 11126(e)(1), 11126(e)(2)(A)]

**Recommendations to the Legislature**

Deliberations on recommendations to the Legislature.

[Government Code section 18653]

**Recommendations to the Governor**

Deliberations on recommendations to the Governor.

[Government Code section 18653]



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**Election of Board Officers and CalPERS Representative**

**SPB Election**

In accordance with the California Constitution, Article VII, section 2(b), the five-member Personnel Board (Board) will elect one of its members as presiding officer, to serve as the President for the calendar year 2020. The Board will also elect a Vice-President.

In addition, in accordance with Government Code section 20090 the Board will select one of its members to serve as their representative to the California Public Employees' Retirement System Board.

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**Career Executive Assignments**

**Attachment 4**

This section of the Agenda serves to inform interested individuals and departments of objections to proposed Career Executive Assignment (CEA) position actions set for hearing before the Board.

**NONE**

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**Submitted Items**

**Attachment 5**

These items were taken under submission by the Board at a prior meeting.

**A. Items Scheduled for Action**

**NONE**

**B. Items to be Scheduled for Action at a Later Date**

**NONE**

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**Evidentiary Cases**

**Attachment 6**

**A. Administrative Law Judges' Proposed Decision after Hearing**

The Board Administrative Law Judges (ALJ) conduct evidentiary hearings in appeals that include, but are not limited to, adverse actions, medical terminations, demotions, discrimination, reasonable accommodations, and whistleblower complaints.

1. **CASE NO. 19-0865**  
**Classification:** Registered Nurse  
**Department:** California Department of Corrections and Rehabilitation
2. **CASE NO. 19-0726**  
**Classification:** Correctional Officer  
**Department:** California Department of Corrections and Rehabilitation
3. **CASE NO. 19-1187**  
**Classification:** Correctional Officer  
**Department:** California Department of Corrections and Rehabilitation
4. **CASE NO. 19-0460**  
**Classification:** Transportation Engineer  
**Department:** California Department of Transportation
5. **CASE NO. 19-0931**  
**Classification:** Heavy Equipment Mechanic  
**Department:** California Department of Transportation
6. **CASE NO. 19-0760**  
**Classification:** Supervising Registered Nurse  
**Department:** California Department of Corrections and Rehabilitation
7. **CASE NO. 19-0390K**  
**Classification:** Correctional Sergeant  
**Department:** California Department of Corrections and Rehabilitation
8. **CASE NO. 19-1066**  
**Classification:** Administrative Analyst Specialist  
**Department:** California State University

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9. **CASE NO. 19-0970**  
**Classification:** Caltrans Equipment Operator  
**Department:** California Department of Transportation
10. **CASE NO. 19-0549**  
**Classification:** Correctional Lieutenant  
**Department:** California Department of Corrections and Rehabilitation
11. **CASE NO. 19-0600K**  
**Classification:** Correctional Sergeant  
**Department:** California Department of Corrections and Rehabilitation
12. **CASE NO. 19-0751**  
**Classification:** Staff Services Manager  
**Department:** California Department of Human Resources
13. **CASE NO. 19-1060**  
**Classification:** Licensed Vocational Nurse  
**Department:** California Department of Corrections and Rehabilitation
14. **CASE NO. 19-0921**  
**Classification:** Psychiatric Technician  
**Department:** California Department of State Hospitals
15. **CASE NO. 19-1000**  
**Classification:** Correctional Officer  
**Department:** California Department of Corrections and Rehabilitation
16. **CASE NO. 19-0524**  
**Classification:** Correctional Officer  
**Department:** California Department of Corrections and Rehabilitation

**B. Petitions for Rehearing**

The Board will vote to grant or deny a petition for rehearing filed by one or both parties, regarding a case already decided by the Board.

1. **CASE NO. 19-0976P**  
**Classification:** Associate Right of Way Agent  
**Department:** California Department of Transportation
2. **CASE NOS. 18-1914WEKP and 18-1915K**  
**Classification:** Staff Services Manager  
**Department:** California Governor's Office of Emergency Services

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3. **CASE NO. 19-0558P**  
**Classification:** Senior Psychiatric Technician  
**Department:** California Department of State Hospitals

**C. Pending Board Review**

These cases are pending preparation of transcripts, briefs, or the setting of oral argument before the Board.

1. **CASE NO. 19-0215A**  
**Classification:** Employment Program Representative  
**Department:** California Employment Development Department

**D. Oral Arguments**

These cases will be argued at this meeting or will be considered by the Board in closed session based on written arguments submitted by the parties.

1. **American Federation of State, County, and Municipal Employees, Local 2620 v. California Department of Corrections and Rehabilitation**  
**PSC NO. 19-0015(b)**
2. **CASE NO. 18-1112PA** (closed session)  
**Classification:** Correctional Officer  
**Department:** California Department of Corrections and Rehabilitation

**E. Chief Counsel Resolutions**

1. **CASE NO. 16-2257RAP**  
Los Angeles Superior Court, Case No. 19STCP00317  
**Classification:** Registered Nurse  
**Department:** California Department of Corrections and Rehabilitation
2. **CASE NOS. 17-1740KP and 17-1729KP**  
Superior Court, County of Sacramento, Case Nos. 34-2019-80003137 and 34-2019-80003138  
**Classifications:** Correctional Officers  
**Department:** California Department of Corrections and Rehabilitation

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**F. Pending Board Decisions**

These Evidentiary and Non-Evidentiary items have been taken under submission by the Board at a prior meeting.

1. **CASE NO. 18-1304A**  
**Classification:** Staff Services Manager  
**Department:** California Department of Corrections and Rehabilitation

**Non-Evidentiary Cases**

**G. Withhold from Certification Appeals**

Cases are heard by an attorney, a managerial staff member of SPB, or investigated by Appeals Division staff. The Board will be presented recommendations on each appeal.

1. **CASE NO. 19-0884N**  
**Classification:** Hospital Police Officer  
**Department:** California Department of State Hospitals
2. **CASE NO. 19-0831N**  
**Classification:** Information Technology Associate  
**Department:** California Highway Patrol
3. **CASE NO. 19-0897N**  
**Classification:** Research Data Specialist  
**Department:** California Department of Corrections and Rehabilitation
4. **CASE NO. 19-0850N**  
**Classification:** Staff Services Manager  
**Department:** California State Air Resources Board
5. **CASE NO. 19-1077N**  
**Classification:** Research Data Specialist  
**Department:** California Correctional Health Care Services
6. **CASE NO. 19-0927N**  
**Classification:** Public Utilities Regulatory Analyst  
**Department:** California Public Utilities Commission
7. **CASE NO. 19-1207N**  
**Classification:** Correctional Officer  
**Department:** California Department of Corrections and Rehabilitation

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8. **CASE NO. 19-1208N**  
**Classification:** Associate Governmental Program Analyst  
**Department:** California Department of Health Care Services
9. **CASE NO. 19-0971N**  
**Classification:** Health Program Specialist  
**Department:** California Correctional Health Care Services
10. **CASE NO. 19-1162N**  
**Classification:** Parole Agent  
**Department:** California Department of Corrections and Rehabilitation
11. **CASE NO. 19-1268N**  
**Classification:** Licensing Program Analyst  
**Department:** California Department of Social Services
12. **CASE NO. 19-0807N**  
**Classification:** Investigator  
**Department:** California Department of Social Services
13. **CASE NO. 19-1302N**  
**Classification:** Senior Environmental Scientist  
**Department:** California Department of Fish and Wildlife
14. **CASE NO. 19-0161N**  
**Classification:** Associate Governmental Program Analyst  
**Department:** California Department of Social Services
15. **CASE NO. 19-1217N**  
**Classification:** Associate Governmental Program Analyst  
**Department:** California Department of Education
16. **CASE NO. 19-1189N**  
**Classification:** Emergency Services Coordinator  
**Department:** California Governor's Office of Emergency Services
17. **CASE NO. 19-1151N**  
**Classification:** Stationary Engineer  
**Department:** California Department of Corrections and Rehabilitation



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18. **CASE NO. 19-1072N**  
**Classification:** Associate Governmental Program Analyst  
**Department:** California Department of Social Services
19. **CASE NO. 19-0901N**  
**Classification:** Labor Relations Analyst  
**Department:** California Department of Forestry and Fire Protection
20. **CASE NO. 19-0903N**  
**Classification:** Senior Environmental Scientist  
**Department:** California Department of Parks and Recreation
21. **CASE NO. 19-1083N**  
**Classification:** Youth Correctional Officer  
**Department:** California Department of Corrections and Rehabilitation
22. **CASE NO. 19-1243N**  
**Classification:** Correctional Officer  
**Department:** California Department of Corrections and Rehabilitation
23. **CASE NO. 19-1188N**  
**Classification:** Associate Governmental Program Analyst  
**Department:** California Department of Social Services
24. **CASE NO. 19-1248N**  
**Classification:** Associate Governmental Program Analyst  
**Department:** California Energy Commission
25. **CASE NO. 19-1080N**  
**Classification:** Licensing Program Analyst  
**Department:** California Department of Social Services
26. **CASE NO. 19-1044N**  
**Classification:** Associate Governmental Program Analyst  
**Department:** California Department of Social Services
27. **CASE NO. 19-0972N**  
**Classification:** Research Data Analyst  
**Department:** California Department of Social Services
28. **CASE NO. 19-0733N**  
**Classification:** Staff Services Manager  
**Department:** California Department of Motor Vehicles

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- 29. **CASE NO. 19-1087N**  
**Classification:** Correctional Officer  
**Department:** California Department of Corrections and Rehabilitation
- 30. **CASE NO. 19-0986N**  
**Classification:** Program Director  
**Department:** California Department of State Hospitals
- 31. **CASE NO. 19-1183N**  
**Classification:** Associate Governmental Program Analyst  
**Department:** California Department of Public Health
- 32. **CASE NO. 19-1024N**  
**Classification:** Associate Governmental Program Analyst  
**Department:** State Compensation Insurance Fund
- 33. **CASE NO. 19-1238N**  
**Classification:** Associate Governmental Program Analyst  
**Department:** California Department of Social Services
- 34. **CASE NO. 19-1215N**  
**Classification:** Correctional Officer  
**Department:** California Department of Corrections and Rehabilitation
- 35. **CASE NO. 19-1462N**  
**Classification:** Correctional Officer  
**Department:** California Department of Corrections and Rehabilitation
- 36. **CASE NO. 18-1932N**  
**Classification:** Associate Governmental Program Analyst  
**Department:** California Correctional Health Care Services
- 37. **CASE NO. 19-0899N**  
**Classification:** Correctional Counselor  
**Department:** California Department of Corrections and Rehabilitation

**H. Medical and Psychological Screening Appeals**

Cases are heard by an attorney. The Board will be presented recommendations on each appeal.

**NONE**

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**I. Request to File Charges Cases**

Cases are investigated by Appeals Division staff. The Board will be presented recommendations on each request.

1. **CASE NO. 18-1865N**  
**Classification:** Hydroelectric Plant Electrician  
**Department:** California Department of Water Resources
2. **CASE NOS. 19-0403NK and 19-0410NK**  
**Classification:** Senior Environmental Planner  
**Department:** California Department of Transportation
3. **CASE NOS. 19-0960N AND 19-0961N**  
**Classification:** Transportation Engineer  
**Department:** California Department of Transportation
4. **CASE NO. 19-1070N**  
**Classification:** Motor Vehicle Representative  
**Department:** California Department of Motor Vehicles

**J. Examination Appeals, Minimum Qualifications, Merit Issue Complaints**

Cases are heard by an attorney, a managerial staff member of SPB, or investigated by Appeals Division staff. The Board will be presented recommendations on each appeal.

**NONE**

**K. Section 211 Appeals, Section 212 Out of Class Appeals, Voided Appointment Appeals**

Cases are heard by an attorney or a managerial staff member of SPB. The Board will be presented recommendations on each appeal.

1. **CASE NO. 18-1368N**  
**Classification:** Accounting Administrator  
**Department:** California Department of Health Care Services