

HUMAN RESOURCES MEMORANDUM 13-017		DATE ISSUED: August 29, 2013
SUBJECT: Changes to the Career Executive Assignment (CEA) Program		REFERENCE: PML 2013-027
TO: Managers, Supervisors, Personnel Liaisons and Attendance Clerks		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this memorandum is to provide notification of changes to the State's Career Executive Assignment (CEA) program. These changes will consolidate the existing CEA levels and salary ranges to provide departments more flexibility in managing their CEA program.

Effective

Effective July 31, 2013, the California Department of Human Resources (CalHR) will institute new CEA levels and salary ranges as detailed below.

Salary Ranges

The current CEA levels will be consolidated from five levels to three with a minimum monthly salary of \$6,173 and a maximum monthly salary of \$10,836. The salary range is extended to \$13,782 for a few high-level positions requiring licensure as a physician, attorney, or engineer.

Old Level	Salary Ranges	New Level	Salary Ranges
Level 1 Level 2	\$6,173–\$8,073 \$7,815–\$8,874	Level A	\$6,173–\$8,874
Level 3 Level 4	\$8,594–\$9,760 \$9,018–\$10,237	Level B	\$8,594–\$10,237
Level 5	\$9,544–\$10,836	Level C	\$9,544–\$10,836

CEAs currently allocated to Levels 1 and 2 will be amended and assigned to the new Level A; CEAs currently allocated to Levels 3 and 4 will be amended and assigned to the new Level B; and CEAs currently allocated to Level 5 will be amended and assigned to the new Level C.

Civil Service Pay Scales

The Civil Service Pay Scales will continue to designate a single salary range for all CEA levels, \$6,173–\$13,782, to provide departments the flexibility, and CalHR the discretion, to establish salaries above the specified maximum salary range of the approved CEA level when exceptions to the salary range are approved.

CEA Range Change Approval

Each of the new CEA levels has a defined salary range that shall not be exceeded without the prior approval of CalHR. Departments are only authorized to provide a salary within the established salary range of the approved CEA level. Salaries may only exceed the salary range of the approved CEA level with the prior approval of CalHR.

Thus, a CEA A shall not be assigned a salary more than \$8,874; a CEA B shall not be assigned a salary more than \$10,237; and a CEA C shall not be assigned a salary more than \$10,836, without prior CalHR approval.

After the initial appointment and the first twelve (12) months of service in a CEA position, a CEA may be granted a five percent (5%) salary increase up to the maximum of the salary range. The annual salary movement for CEAs shall not exceed a maximum of five percent (5%) in any twelve (12) months up to the maximum of the range (which is consistent with rank and file classifications having the ability to move via a Merit Salary Adjustment). All exceptions to exceed the five percent (5%) salary movement in any twelve (12) months shall be submitted to CalHR for prior approval.

CalHR anticipates that this consolidation will create instances where a CEA is reporting to another CEA (previously allocated at a higher level) at the same level (e.g., a CEA 3 reporting to a CEA 4 will result in a CEA B reporting to a CEA B). In this instance, departments are expected to monitor the salary relationships and ensure that any and all compaction issues are avoided.

CEA Level Guidelines

CEA Level Guidelines have been created to assist departments when planning to establish a new CEA or making changes to existing CEAs.

Questions

Consistent with this PML, the Civil Service Pay Scales, Section 8 (Variable Compensation), have been revised to reflect the consolidated CEA program discussed herein.

Questions or concerns should be directed to your assigned OHR Personnel Analyst.

ANGIE BOLDRINI, Personnel Officer
Office of Human Resources

AB:tbw