

HUMAN RESOURCES MEMORANDUM 00-022		DATE ISSUED: 7/14/2000
SUBJECT: NEW PROCEDURES FOR CAREER EXECUTIVE ASSIGNMENT, CAREER MANAGEMENT ASSIGNMENT AND CAREER SUPERVISORY ASSIGNMENT EXAMS		REFERENCE: None
TO: OFFICE/BRANCH CHIEFS, CLIENT AGENCY EXECUTIVES; PERSONNEL LIAISONS		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

On April 28, 2000, the Third Appellate District Court issued a published decision in Alexander, invalidating existing State Personnel Board Rule 548.40, which governs examinations for Career Executive Assignments (CEAs). The court found that the rule violates the merit principle set forth in Article VII of the California Constitution because it does not require the ranking and comparing of CEA examination candidates. The court found that, in order to be competitive, a CEA examination had to include a comparison of the relative merit of each candidate. Because the court ruled the CEA exam process invalid, this also invalidated the exam process the Department of General Services uses for our Career Management Assignment (CMA) and Career Supervisory Assignment (CSA) exams because this process is based on the same Board rule used for CEA exams.

The State Personnel Board is amending Board Rule 548.40 to comply with the decision of the court. The proposed amended regulation requires an appointing power that conducts a CEA examination to develop job-related evaluation criteria that will be used to assess the qualifications of each candidate for the CEA position to be filled, to assess each candidate's qualifications for that position against the evaluation criteria and to compare and rank each candidate against all other candidates based upon that assessment. The proposed amendment also requires that the appointing power must notify each candidate in writing of his or her ranking. The candidate appointed as a result of a CEA examination must be well qualified to perform the duties of the position. For each CEA examination, the appointing power must maintain an examination file that includes the specific job-related evaluation criteria and selection procedures that were used in the examination, documentation on how those criteria were applied to the candidates and documentation as to the competitiveness of the candidates' qualifications relative to each other. Since the examination process for CMA and CSA is based on the CEA exam process, by extension this change affects all exams for CMA and CSA positions.

Fortunately, the changes that DGS has made in our exam processes over the past year will enable the DGS to comply with the new regulations very easily. Only minor procedural changes will be necessary to facilitate the collection of the required data by the Office of Human Resources (OHR) for file and notification purposes.

Effective immediately, the following procedures will take effect for all CEA, CMA and CSA exams:

1. The Selection Analyst will prepare a customized scoring summary sheet for all interviews. Each panel member will record his or her total score assigned to each candidate using the 7-point rating scale prepared for the questions. (If the exam consists of application review only, the same process will apply, using a 5-point rating scale.) The Selection Analyst will provide the panel with specific instructions before the interviews begin.
2. After the interviews are completed, the panel members will return the Scoring Summary Sheet to the Selection Analyst, who will tabulate the results and prepare a listing ranking the candidates as Well Qualified, Qualified or Not Qualified. These categories relate directly to the scoring criteria used in the exam. This list will not be published or distributed. It will be stored in the confidential exam file in the OHR.
3. The Selection Analyst will prepare letters to all the candidates notifying them of their ranking (Well Qualified, Qualified or Not Qualified). No numerical score will be provided to the candidates. All unsuccessful candidates will be advised that another candidate was selected for the position.

To ensure that the department remains in compliance with the new regulation, it is imperative that every office/branch and client agency that conducts a CEA, CMA or CSA exam transmit the required material to the Selection Analyst immediately following the conclusion of the interviews. If an OHR representative participates in the interviews, that individual will be responsible for delivering the exam material to the Selection Analyst.

If you have any questions concerning this new process, please contact your assigned Selection Analyst.

LYNN W. CATANIA, Manager
Personnel Operations Section

cc: Assistant Personnel Managers
Personnel Analysts