

HUMAN RESOURCES MEMORANDUM 25-026		DATE ISSUED: 12/18/2025
SUBJECT: Generalist Classification Consolidation Information		REFERENCE: CalHR Board Memo
TO: All Department of General Services Employees and Client Service Agencies		SUPERCEDES: None

PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES

Purpose

The purpose of this memorandum is to provide information regarding the approved Generalist Classification Consolidation that will be implemented on January 1, 2026. This consolidation affects statewide Analyst and Staff Services Supervisor/Manager classifications by retitling the names of the classifications and updating the eligibility exams. There are no changes to salary, duties, benefits or anything substantive for current employees in these classifications.

Background

On August 11, 2025, the State Personnel Board (SPB) approved the California Department of Human Resources' (CalHR's) proposal to consolidate various department-specific and statewide generalist classifications into eight new Generalist classifications.

This initiative, known as the Generalist Classification Consolidation, aims to streamline and modernize the classification system and improve the civil service human resources processes.

In accordance with SPB's approval, all impacted employees at the Department of General Services (DGS) and Client Service Agencies will be reallocated and transitioned into one of the new Generalist classifications effective January 1, 2026. This detailed CalHR webpage has more information: [Generalist Class Consolidation - CalHR Website](#).

New Generalist Classification Series

The following table outlines the change for DGS and Client Service Agencies.

Current Class Title	Current Class Code	New Class Title	New Class Code
Staff Services Analyst*	5157	Analyst I	No change
Administrative Assistant I	5361	Analyst I	5157
Administrative Assistant II	5358	Analyst II	5393
Associate Budget Analyst	5284	Analyst II	5393
Associate Governmental Program Analyst	5393	Analyst II	No change
Associate Materials Analyst	4901	Analyst II	5393
Associate Personnel Analyst	5142	Analyst II	5393

Associate Risk Analyst	4658	Analyst II	5393
Associate Small Business Officer	5493	Analyst II	5393
Staff Services Manager I (Specialist)**	4800	Analyst III	5402 (upon backfill)
Staff Services Manager II (Specialist)**	4801	Analyst IV	5403 (upon backfill)
Staff Services Manager I (Supervisory)	4800	Supervisor I	No change
Staff Services Manager II (Supervisory)	4801	Supervisor II	No change
Staff Services Manager II (Managerial)	4969	Manager I	No change
Staff Services Manager III	4802	Manager II	No change

*The Staff Services Analyst (retitled Analyst I) classification will retain the three alternate ranges currently in use.

**Employees currently serving in Staff Services Manager I and II Specialist roles will remain in their current classifications and will not be transitioned into one of the new Generalist classifications. These positions will transition to the new Analyst classifications through attrition.

This [Generalist Consolidation Classification Mapping](#) has a complete list of impacted classifications outside of DGS and Client Service Agencies.

Probationary Periods

- All new Generalist classifications will continue to have a 12-month probationary period.
- The Associate Governmental Program Analyst will be changed from a six-month to a 12-month probationary period.
- Employees hired into the Associate Governmental Program Analyst classification with an effective start date on or after January 1, 2026, must complete the 12-month probationary period.
- Employees who have already completed a probationary period in their current classification will **not** be required to repeat it.
- Employees currently serving probation will continue their existing period without restarting.

Examinations

Along with retitling the names of these classifications, CalHR is releasing new exams that will be available on January 1, 2026. The minimum qualifications have expanded to include the other more specialized or department-specific classifications that are part of this change. The promotional pathways do not change.

- The Staff Services Analyst exam (retitled Analyst I) will remain unchanged but will be unavailable from December 23–31, 2025 for system updates.
- Candidates on the Staff Services Analyst list will be merged into the new Analyst I list.
- New exams for all other Generalist classifications will be available on January 1, 2026, on CalCareers.
- Candidates on the Associate Governmental Program Analyst and Staff Services Manager series lists must take the new classification exams if applying to new jobs in order to be eligible for appointment in the new classifications.
- Current employees will not be required to take exams as part of the transition.

Resources

- [Generalist Class Consolidation - CalHR Website](#)
- [Generalist Consolidation Classification Mapping](#)
- [CalHR Generalist Consolidation Frequently Asked Questions](#)
- [Approved: Analyst Reclassification/Generalist Classification Series Consolidation - SEIU Local 1000](#)

Questions

If employees have questions that are not addressed in this memorandum, they are encouraged to contact their supervisor for further information.

Mary Sue Paul, Chief
Office of Human Resources