

PAY LETTER: 17-09
ISSUE DATE: April 17, 2017

**CALIFORNIA DEPARTMENT OF HUMAN RESOURCES
SECTION I**

**SUMMARY OF REVISIONS
TO THE CALIFORNIA STATE CIVIL SERVICE PAY SCALES
LOCATED ON CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR'S) PUBLIC
WEB SITE**

<http://www.calhr.ca.gov/state-hr-professionals/Pages/pay-scales.aspx>

For questions regarding Section I, personnel office designated liaisons should contact CalHR's Personnel Services Branch.

Technical questions will be referred to the appropriate CalHR analyst.

The following changes are now updated on the electronic Pay Scales. Changes to the Alphabetical and Schematic Listings (Sections 15 and 17) will be updated within the first week of each month.

SPECIAL SALARY ADJUSTMENT

R15 and U15 (Rank and File Ranges)

CLASSES

Effective July 1, 2016, in compliance with an agreement between the State of California and Bargaining Unit 15, CalHR has approved a \$300 Special Salary Adjustment to the minimum and maximum salary of the classes and ranges identified below.

EMPLOYEES

Effective July 1, 2016, all employees designated R15 in the following classes and ranges shall receive the \$300 increase, including employees who separated from state service prior to July 1, 2016, and have lump sum payments that extend beyond July 1, 2016. The lump sum payments shall be adjusted to reflect the above salary increase.

| <u>Class Code</u> | <u>Class Title</u> | <u>RG</u> | <u>OSR Min</u> | <u>OSR Max</u> | <u>NSR Min</u> | <u>NSR Max</u> |
|-------------------|------------------------------|-----------|----------------|----------------|----------------|----------------|
| 2183 | Correctional Supervising | A | \$3,031 | \$3,798 | \$3,331 | \$4,098 |
| | Cook (Correctional Facility) | C | \$3,346 | \$4,191 | \$3,646 | \$4,491 |
| 2184 | Cook Specialist II | A | \$2,780 | \$3,482 | \$3,080 | \$3,782 |
| | | F | \$2,316.67 | \$2,901.67 | \$2,566.67 | \$3,151.67 |
| 2185 | Cook Specialist I | A | \$2,487 | \$3,114 | \$2,787 | \$3,414 |
| | | F | \$2,072.50 | \$2,595 | \$2,322.50 | \$2,845 |

| <u>Class Code</u> | <u>Class Title</u> | <u>RG</u> | <u>OSR Min</u> | <u>OSR Max</u> | <u>NSR Min</u> | <u>NSR Max</u> |
|-------------------|---|-----------|----------------|----------------|----------------|----------------|
| 2186 | Cook Specialist II (Correctional Facility) | | \$2,780 | \$3,482 | \$3,080 | \$3,782 |
| 2187 | Cook Specialist I (Correctional Facility) | | \$2,487 | \$3,114 | \$2,787 | \$3,414 |

DOCUMENTATION:

Departments must key a SAL transaction effective 07/01/16 for all applicable employees and correct any out of sequence transactions.

S15 and U15 (Supervisory Ranges)

CLASSES

Effective July 1, 2016, CalHR has approved a \$300 Special Salary Adjustment to the minimum and maximum salary of the classes and ranges identified below.

EMPLOYEES

Effective July 1, 2016, all employees designated S15 in the following classes and ranges below shall receive the \$300 increase, including employees who separated from state service prior to July 1, 2016, and have lump sum payments that extend beyond July 1, 2016. The lump sum payments shall be adjusted to reflect the above salary increase.

| <u>Class Code</u> | <u>Class Title</u> | <u>Rg</u> | <u>OSR Min</u> | <u>OSR Max</u> | <u>NSR Min</u> | <u>NSR Max</u> |
|-------------------|---|-----------|----------------|----------------|----------------|----------------|
| 2180 | Supervising Cook II | A | \$3,447 | \$4,317 | \$3,747 | \$4,617 |
| | | F | \$2,872.50 | \$3,597.50 | \$3,122.50 | \$3,847.50 |
| 2181 | Supervising Cook I | A | \$3,033 | \$3,798 | \$3,333 | \$4,098 |
| | | F | \$2,527.50 | \$3,165 | \$2,777.50 | \$3,415 |
| 2182 | Supervising Cook II – Correctional Facility | | \$3,447 | \$4,317 | \$3,747 | \$4,617 |
| 2183 | Correctional Supervising Cook (Correctional Facility) | S | \$3,033 | \$3,800 | \$3,333 | \$4,100 |
| | | U | \$3,349 | \$4,193 | \$3,649 | \$4,493 |

DOCUMENTATION:

Departments must key a SAL transaction effective 07/01/16 for all applicable employees and correct any out of sequence transactions.

GENERAL SALARY INCREASE

R18

CLASSES

Effective July 1, 2016, in compliance with an agreement between the State of California and Bargaining Unit 18, CalHR has approved a 3-percent General Salary Increase. All classes designated R18 shall be increased by 3 percent.

EMPLOYEES

Effective July 1, 2016, all employees designated R18 in the above classes shall receive the 3-percent increase, including employees who separated from state service prior to July 1, 2016, and have lump sum payments that extend beyond July 1, 2016. The lump sum payments shall be adjusted to reflect the above salary increase.

DOCUMENTATION:

The State Controller's Office will process an Employment History mass update to post a GEN transaction effective 07/01/16 to increase the salary rate of eligible employees in the above bargaining unit.

For employees who separated from state service prior to 07/01/16 and have lump sum payments that extend beyond 07/01/16, departments shall adjust their lump sum to reflect the above salary change.

A SCO Personnel Letter with specific information regarding the mass update will be forthcoming.

SECTION 5: HIRING-ABOVE-MINIMUM AUTHORIZATION

- Rank-and-file classes in Unit 18 are updated to reflect the 3-percent General Salary Increase. (Effective 07/01/16)

DOCUMENTATION:

Departments must key a GEN transaction effective 07/01/16 for eligible employees with a plus salary.

SECTION 14: PAY DIFFERENTIALS

1. PAY DIFFERENTIAL 067
INSTITUTIONAL WORKER SUPERVISION PAY (IWSP) DIFFERENTIAL –
BARGAINING UNITS 01, 04, 15, 19, AND EXCLUDED EMPLOYEES is amended:
(Effective 07/01/16)
 - The following R15, S15 and U15 classes are deleted:

| <u>Class Code:</u> | <u>Class Title:</u> |
|--------------------|---|
| 2180 | Supervising Cook II |
| 2181 | Supervising Cook I |
| 2182 | Supervising Cook II – Correctional Facility |
| 2183 | Correctional Supervising Cook (Correctional Facility) |
| 2184 | Cook Specialist II |
| 2185 | Cook Specialist I |
| 2186 | Cook Specialist II (Correctional Facility) |
| 2187 | Cook Specialist (Correctional Facility) |

DOCUMENTATION:

Departments must key a 350 transaction effective 07/01/16 for all applicable employees and correct any out of sequence transactions. Payments keyed via PIP should be adjusted using the accounts receivable process in Section I 004 of the PPM.

2. PAY DIFFERENTIAL 85
NIGHT-SHIFT DIFFERENTIAL PAY – BARGAINING UNITS 01, 03, 04, 05, 06, 07, 09, 10, 11, 12, 13, 15, 17, 18, 19, 20, 21; EXCLUDED EMPLOYEES; AND LEGISLATIVE COUNSEL EMPLOYEES
(Effective 07/01/16)

- The “Rates” sections for Unit 18 and Unit 18 Excluded are increased.

DOCUMENTATION:

Departments must key a 350 transaction effective 07/01/16 for all applicable employees with locked in shift code and correct any out of sequence transactions. Payments keyed via PIP should be adjusted via PIP transaction.