GENERAL **8500**
(Revised 06/13)

Established by the State Constitution, the State Personnel Board (SPB) administers the state's civil service system, including merit-based selection and employee discipline. The SPB oversees the merit-based recruitment and selection process for the hiring of state employees as well as provides direction to departments through the board's decisions, rules, and policies. In addition, the SPB reviews departments' personnel practices for compliance with the merit system. The SPB also investigates and adjudicates alleged violations of the law which are filed by employees, applicants, and members of the public and reviews disciplinary actions brought against state employees.

The SPB administrative actions are governed by Article VII of the California Constitution and the State Civil Service Act (Government Code sections 18500-19799). These provisions are made more specific by the SPB rules (California Code of Regulations, Title 2, Division 1, Chapter 1).

The Department of Human Resources (CalHR) is responsible for managing the state's personnel functions and represents the Governor as the "employer" in all matters concerning state employer-employee relations. The CalHR is responsible for all issues related to salaries and benefits, job classifications, civil rights, training, exams, recruiting, and retaining. For most employees, many of these matters are determined through the collective bargaining process.

CalHR administers its programs under Government Code sections 19815-19999.7. These provisions are made more specific by CalHR rules (California Code of Regulations, Title 2, Division 1, Chapter 3). For rank and file employees, these laws and rules may be superseded by a Memorandum of Understanding (MOU) negotiated under the State Employer–Employee Relations Act. In certain areas, the Personnel Transactions Manual provides detailed guidelines and procedures.

The State Controller's Office (SCO) is responsible for operating the state's payroll system and processing personnel transaction documents. Procedural information is available in the SCO's Payroll Procedures Manual and the Personnel Action Manual.

Departmental human resources office can provide additional guidance in these areas.