

ABOLISHED CLASSES

REFERENCES	SECTIONS
Classification and Pay (C & P) Guide	Sec. 100, 106, 130
Law & Regulation http://www.leginfo.ca.gov/calaw.html	G.C. 18802
Pay Scales http://www.dpa.ca.gov/jobinfo/pay_scales/toc.shtm	Footnote 24
Personnel Management Policy and Procedures Manual (PMPPM)	Sec. 100.5, 100.10
Responsible Control Agencies and Program	Department of Personnel Administration (DPA), Classification & Compensation Division State Personnel Board (SPB)

Abolished Classes

**Definition/
Explanation**

Abolishing obsolete civil service classifications is done in order to maintain the classification system.

Periodically the State Personnel Board (SPB) may establish new classes, divide, combine, alter, or abolish existing classes. When establishing, altering, or abolishing classes, SPB considers the recommendations of the Department of Personnel Administration (DPA).

SPB decides whether a position should reallocate to another class after reviewing the duties, responsibilities, qualifications, performance standards and other related criteria, and the status of the probationary and permanent employees potentially affected.

Policy

None

Process

Classification & Pay Analysts will provide programs with an opportunity to provide input on the continued use of the classifications. All feedback will be considered and incorporated into the Department's response to DPA.

Classification & Pay Analysts should determine if there are Temporary Authorization Utilization (TAU) or Limited Term (LT) employees in these classes and if these employees can be otherwise accommodated.

DGS may simultaneously submit a "board item" to DPA and SPB to abolish unnecessary department specific classifications. Upon SPB approval, DPA issues a Pay Letter notifying departments of the changes and actions to take. These classes are also identified in the DPA Pay Scales with the Footnote 24. New appointments in to these classifications on or after the date of the SPB action are prohibited as SPB/DPA can not abolish classifications with incumbents.

DPA undergoes an annual class abolishment review using the State Controller's Office list of classes vacant for the last 24 months. The classes identified are proposed for abolishment and departments are surveyed for their input. DPA submits a Board Item requesting SPB abolish the identified classes and when approved, DPA issues a Pay Letter informing departments of the action.

Attachments None

1.1