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INTRODUCTION

Salaries and Wages Information

Presented in this volume are the complete and detailed data on approved staffing for State agencies. For each State agency the information is reported for the 1998–99 fiscal year on an actual basis and for 1999–00 and 2000–01 on an authorized basis. A more thorough explanation of the content and interpretation of this supplement follows.

Position Titles

In this volume, positions included in State civil service have been listed by the official class titles established by the State Personnel Board. Positions exempt from civil service have been listed by the official class titles established by statute or other authority designated by law. For the University of California and the California State University, the positions are summarized by broad functional groupings. Position titles are generally abbreviated to save space. A table of abbreviations utilized by the State Controller follows this presentation.

Authorized Positions

For the 1999–00 and 2000–01 fiscal years, positions reported as *authorized* are those which were included in the 1999–00 Budget as approved by the Legislature and the Governor. Exceptions to this rule are explained by footnote in all cases other than technical adjustments of position classification to more accurately reflect assigned duties.

Changes in Authorized Positions

Proposed “Changes in Authorized Positions” are presented in individual schedules in each departmental presentation, where applicable, in the main 2000–01 Governor’s Budget volume. These changes are proposed by the Executive Branch and are listed under “Workload and Administrative Adjustments,” and “Proposed New Positions”.

Modifications to these proposed changes as a result of legislative review and final action by the Governor will be reflected in the Final Change Book for 2000–01.

Expenditures

For the 1998–99 fiscal year, actual salary expenditures are reported. The salary ranges reported are those that were generally in effect on July 1, 1999. Salary costs are estimated on the basis of continuous, 100 percent occupancy of all authorized positions and include the estimated cost of merit salary adjustments where applicable. Exceptions are explained by footnote for those special cases in which the above general rule was not followed. Appropriate adjustments to recognize probable position vacancies and replacements at lower steps in salary

ranges due to turnover are included in the Budget (Summary by Object schedule) as “*estimated salary savings*.”

Number of Positions

For the 1998–99 fiscal year, the number of positions represents actual personnel-years of employment counted to the nearest tenth of a personnel-year. A personnel-year is equal to 12 months full-time employment of one person—12 persons employed for one month, two persons employed for six months, or any similar combination equal to one personnel-year.

Positions for 1999–00 and 2000–01 are counted to the nearest tenth and are expressed in terms of full-time, full-year equivalents. The only exception is in the case of full-time positions to be established after July 1. In such instances, the position counts and related salary dollars are adjusted for delayed establishment, e.g., a full-time position to be established January 1 is counted as 0.5 position.

Salary Range

Rates of pay represent salary ranges established by the Department of Personnel Administration, statute, the Regents of the University of California, the Trustees of the California State University, the Board of Directors of the Hastings College of the Law, or the Chairman of the Judicial Council.

The amounts shown are the minimum and maximum monthly or hourly rates, flat monthly or daily rates, or annual compensation. The minimum of the range serves as the normal entry rate for new appointees to any position in a class and represents the lowest rate to be paid to any employee who is considered qualified for appointment to or retention in a position. The maximum of the range represents the highest rate payable to an employee who occupies any position in the class.

In some classifications and positions with unusual conditions of work or where it is necessary to meet prevailing rates or practices, more than one salary range, or rate or method of compensation has been established within a class. These “alternate ranges” and the criteria for their application are established by the Department of Personnel Administration and/or the State Personnel Board. For classes which have alternate ranges, salaries

indicated in this supplement show the minimum step of the lowest range and the maximum step of the highest range.

Under the pay plan adopted by the Department of Personnel Administration, a “salary range” is the minimum and maximum rate currently authorized for the class. A “step” for employees compensated on a monthly basis is a 5% differential above or below a salary rate rounded to the nearest dollar and for employees compensated on a daily or hourly basis is a 5% differential above or below a rate rounded to the dollar and cents amount. “Rate” for employees compensated on a monthly basis is any one of the full dollar amounts found within the salary range and for employees compensated on a daily or hourly basis is any one of the dollar and cents amounts found within the salary range.

Merit Salary Adjustment

Section 19832 of the Government Code provides that each civil service employee shall be eligible to receive a merit salary increase of five percent in the employee’s salary range during each year in a position until reaching maximum. However, this increase is contingent on the employing agency certifying that the employee’s job performance meets the level of quality and quantity expected by the agency considering the employee’s experience in the position.

Merit salary adjustments for employees of the University of California and the California State University are determined in accordance with rules established by the regents and the trustees, respectively.

Special In-grade Salary Adjustment (SISA)

Classes meeting prescribed criteria are eligible for special in-grade salary adjustments; that is, from the first step to the second step of a salary range following completion of six months of qualifying service after appointment, or as otherwise provided by DPA Rule 599.685. These special adjustments are applicable only to the lower paid positions and certain others where there is difficulty in recruiting and retaining employees.

Salary Range Adjustment

Salary range adjustments for rank and file employees are adopted by the Department of Personnel Administration based on a ratified Memorandum of Understanding for each of 21 bargaining units and certification by the Department of Finance that sufficient funds are available.

In determining the appropriate salary level for excluded classes, the Department of Personnel Administration considers the prevailing rates for comparable service in other public employment and in private business in addition to recruitment and retention needs.

The rates of pay of casually employed trades-workers in State service are established at the hourly wage prevailing in the locality in which the employee is to work. These employees receive all the collateral benefits of premium pay for night work, travel time, overtime pay, hospital, surgical and medical insurance benefits prevailing in comparable employment within the locality.

Casually employed trades-workers working for the State do not receive the same benefits of vacation, sick leave and retirement that permanent State employees receive. However, the State does pay into vacation and retirement funds where such benefits prevail in the locality of work.

Salary Setting Authority

Salaries fixed by statute are those established primarily in Government Code Sections 11550 et. seq., adjusted in accordance with the methodology prescribed in Section 11569. Statutory salary provisions for judges, justices, and related classes are included in Government Code Section 68203 and Labor Code Section 112.

Proposition 112, which was approved by the voters in June 1990, established the California Citizens Compensation Commission. The Commission has responsibility to establish the annual salary, medical, dental, insurance and similar benefits for the Governor, Lieutenant Governor, Attorney General, Secretary of State, Treasurer, Controller, Superintendent of Public Instruction, Insurance Commissioner, members of the Board of Equalization, and members of the Legislature.

ABBREVIATIONS USED IN SALARY SCHEDULES

<i>Word</i>	<i>Abbreviation</i>	<i>Word</i>	<i>Abbreviation</i>	<i>Word</i>	<i>Abbreviation</i>
academic	acad	economic	econ	officer	off/ofcr
academic year	acad yr	education	ed/educ	operations	ops/oper(s)
account(s)	acct(s)	electrical	elec	operator	opr
accounting	acctg	electronic data processing	EDP	organization	org
administrative	adm	employee and		personnel	pers
administration	admin	employer	emp/emp	physical	phys
advisor	advr	employment	empt	planner	plnr
affairs	affs	engineer	engr	planning	plan
affirmative	aff	engineering	engrng	power	pwr
agricultural	agric	environment	envirn	prevention	prev
agriculture	agri	environmental	envirntl	principal	prin
and		equal employment		processing	proc
appliance	apl	opportunity	EEO	production	prod
appointment	appt	equipment	equipt	professional(s)	prof(s)
apprentice	apprnt	evaluation	eval	program(s)	prgm/prog(s)
assessment	assess	examination	exam	project	proj
assistant	asst	executive	exec	property	prop
associate	assoc	federal	fed	psychiatric	psych
attorney	atty	federal fund	FF	public	pub
automotive	auto	field	fld	recreation	recr
bilingual—bicultural	bi/bi	general	gen	record(s)	recd(s)
biology	biol	government	gov	registration	regis
board	bd	governmental	govtl	regulatory	reg
branch	br/brch	handicap	hdcp	rehabilitation	rehab
building	bldg	health	hlth	reimbursement	reimb
bureau	bur	high occupancy vehicle	HOV	representative	rep
business	bus	highway	hwy	reproduction	reprod
Dept. of Transportation	Caltrans	hospital	hosp	residential	res
calculator	calc	hydraulic	hyd	retirement	ret
captain	capt	hydroelectric	hyd	river	rvr
career executive		identification	id	secretary	secty
appointment	C.E.A.	information	info	section	sec/sect
center	cntr/ctr	inheritance	inh	senior	sr
certification	cert	inspector	insp	sergeant	sgt
chemistry	chem	institutional	instl	service(s)	svc(s)
clerk	clk	instruction	inst	social	soc
compensation	comp	instructional	instl	southern	so
conservation	cons	insurance	ins	specialist	spec
construction	constrn	intergovernmental	intergovtl	standards	stds
control	cntrl	intermediate	inter	statistics	stat
coordinator	coord	international	intntl	stenographer	steno
corporate	corp	junior	jr	subdivision	sub
corrections	corrs	laboratory	lab	superintendent	supt
correctional	corr	leadership	ldrshp	supervising	supvng
county	co	level of care	LOC	supervisor	supvr
criminal	crim	licensing	lic	supervisory	supvry
curriculum	curr/curric	lieutenant	lieut	supervisorial	supvrl
data processing	DP	machine	mach	supervisory	supvry
department	dept	management	maint	system(s)	sys(s)
departmental	deptl	manager	mgt/mgmt	tabulating	tab
deputy	dep	managerial	mgr	technical	tech
determination(s)	determ(s)	mechanical	mchl	technician	techn
development	dev/developmt	medical	med	technology	tech
developmental	develmtl	member	mbr	telecommunication	telecomm
disability	dis	month	mo	teletypewriter	TWX
dispatch	disp	mountain	mt	television	TV
district	dist	nonsupervisory	nonsupvry	training	trng
division	div	occupational	occ	transactions	trans
drafting	drftg	office	ofc	transportation	transp
duplicating	dup			veterinary	vet
				vocational	voc