CALIFORNIA STATE PERSONNEL BOARD
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ARNOLD SCHWARZENEGGER, Governor

DATE: October 29, 2008

TO: ALL STATE AGENCIES, EMPLOYEE ORGANIZATIONS, AND MEMBERS OF THE GOVERNOR'S CABINET

FROM: STATE PERSONNEL BOARD / HUMAN RESOURCES MODERNIZATION PROJECT

SUBJECT: THREE-RANK ELIGIBLE LIST PILOT STUDY – ADDITIONAL INFORMATION

On August 15, 2008, a State Personnel Board (SPB) Pinkie was released announcing the Three-Rank Eligible List Pilot Study and the required steps to register an examination for participation in the Study. The purpose of this memorandum is to provide clarifying information concerning the registration process. Please refer to the August 15, 2008, Pinkie for detailed information regarding this Study.

The August 15, 2008, Pinkie provided the three categories of examinations that are pre-approved for inclusion in the study as well as the requirements for registering a pre-approved examination to participate. In addition to completing and submitting the required Registration/Agreement Form (provided in the August 15, 2008, Pinkie), the required baseline statistical data and a cover memorandum signed by the department Director or designee agreeing to comply with all Pilot Study requirements must accompany the Form.

The Pinkie also delineated specific numerical scores to be assigned to each rank of the three-rank eligible list. In the cover memorandum accompanying the Registration/Agreement Form, a department may propose, with justification, to assign an alternate set of three scores based on a departmental consideration such as past practice.

The Registration/Agreement Form as well as the required supporting documentation must be submitted to:

Michael Davis
Human Resources Modernization Project
801 Capitol Mall
Sacramento, CA 95814

Questions regarding this memorandum may be directed to HR Mod, Michael Davis, at (916) 651-2808, or e-mail at michaeldavis@dpa.ca.gov.

SUZANNE M. AMBROSE
Executive Officer