

**BOARD RESOLUTION ADOPTING THE COMPLIANCE REVIEW REPORT AND  
FINDINGS BY THE SPB COMPLIANCE REVIEW DIVISION OF  
THE CALIFORNIA DEPARTMENT OF EDUCATION**

**WHEREAS**, the State Personnel Board (SPB or Board) at its duly noticed meeting of November 7, 2013, carefully reviewed and considered the attached Compliance Review Report of the California Department of Education submitted by SPB's Compliance Review Division.

**WHEREAS**, the Report was prepared following a baseline review of the California Department of Education's personnel practices. It details the background, scope, and methodology of the review, and the findings and recommendations.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board hereby adopts the Report, including all findings and recommendations contained therein. A true copy of the Report shall be attached to this Board Resolution and the adoption of the Board Resolution shall be reflected in the record of the meeting and the Board's minutes.

  
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SUZANNE M. AMBROSE  
Executive Officer



801 Capitol Mall Sacramento, CA 95814 | [www.spb.ca.gov](http://www.spb.ca.gov)

Governor Edmund G. Brown Jr.

**October 29, 2013**

**Mr. Tom Torlakson  
Superintendent of Public Instruction  
California Department of Education  
1430 N Street  
Sacramento, CA 95814**

**RE: Compliance Review Findings and Recommendations**

**Dear Mr. Torlakson:**

The State Personnel Board (Board or SPB) conducted a baseline compliance review of the California Department of Education (CDE)'s examinations, appointments, and personal services contracts during the period of May 1, 2011, through October 31, 2012. The primary objective of the review was to determine if CDE's personnel practices, policies, and procedures complied with state civil service laws and board regulations, and to recommend corrective action where deficiencies were identified.

CDE provided the documents that SPB requested. A cross-section of CDE's examinations and appointments were selected for review to ensure that samples of various examinations and appointment types, classifications, and levels were analyzed. The SPB reviewed a representative sample of CDE's personal services contracts to determine whether the department's personal services contracting practices, policies, and procedures complied with applicable statutory law and board regulations. The SPB also interviewed appropriate CDE staff.

The Compliance Review Division (CRD) of the SPB found no deficiencies in the examinations that CDE administered or in the appointments that CDE made during the compliance review period. The CRD also found that CDE's personal services contracts complied with the procedural requirements of civil service laws and board rules.

The CRD will submit its findings to the five-member State Personnel Board and recommend adoption. The Board will issue a resolution either adopting these findings or issuing its own findings and order. In either event, you will be notified of the Board's action. The final Board action will be posted on the SPB's website.

We greatly appreciate the cooperation and assistance provided by CDE personnel. If you have questions, please contact me at (916) 651-0924.

Sincerely,



James L. Murray, Chief  
Compliance Review Division  
State Personnel Board

cc: Sharon Taylor, Personnel Officer