

**BOARD RESOLUTION ADOPTING THE COMPLIANCE REVIEW REPORT AND
FINDINGS BY THE SPB COMPLIANCE REVIEW DIVISION OF
THE BUREAU OF LEGISLATIVE COUNSEL**

WHEREAS, the State Personnel Board (SPB or Board) at its duly noticed meeting of September 26, 2013, carefully reviewed and considered the attached Compliance Review Report of the Bureau of Legislative Counsel submitted by SPB's Compliance Review Division.

WHEREAS, the Report was prepared following a baseline review of the Bureau of Legislative Counsel 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.



SUZANNE M. AMBROSE
Executive Officer

September 3, 2013

Christopher Zimmer
Chief, Human Resources
Bureau of Legislative Counsel
925 L Street
Sacramento, CA 95814

RE: Compliance Review Report

Dear Mr. Zimmer,

The State Personnel Board (Board or SPB) conducted a baseline compliance review of the Bureau of Legislative Counsel's (the Bureau) examinations and appointments during the period of May 2011 through November 2012. The primary objective of the review was to determine if the Bureau's personnel practices, policies, and procedures complied with state civil service laws and board regulations, and to recommend corrective action where deficiencies were identified.

The Bureau provided the documents that SPB requested. A cross-section of the Bureau'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 also interviewed appropriate Bureau staff.

The Compliance Review Division (CRD) has found no deficiencies in the review of the Bureau's administration of examinations and appointments. 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 appreciated the cooperation and assistance provided by the Bureau's personnel. If you have questions, please contact me at (916) 651-0924.

Sincerely,



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