

**BOARD RESOLUTION ADOPTING THE COMPLIANCE REVIEW REPORT AND  
FINDINGS BY THE SPB COMPLIANCE REVIEW DIVISION OF  
THE OFFICE OF ADMINISTRATIVE LAW**

**WHEREAS**, the State Personnel Board (SPB or Board) at its duly noticed meeting of October 10, 2013, carefully reviewed and considered the attached Compliance Review Report of the Office of Administrative Law submitted by SPB's Compliance Review Division.

**WHEREAS**, the Report was prepared following a baseline review of the Office of Administrative Law'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.

*Suzanne M. Ambrose*  
For **SUZANNE M. AMBROSE**  
Executive Officer

October 17, 2013

Debra Cornez  
Director  
Office of Administrative Law  
300 Capitol Mall, Suite 1250  
Sacramento, CA 95814

RE: Compliance Review Report

Dear Ms. Cornez,

The State Personnel Board (Board or SPB) conducted a baseline compliance review of the Office of Administrative Law (OAL) examinations, appointments and EEO program during the period of May 2011 through November 2012. The Department of General Services (DGS) processes personnel actions for OAL and therefore acted on its behalf for the compliance review. The primary objective of the review was to determine if OAL's personnel practices, policies, and procedures complied with state civil service laws and board regulations, and to recommend corrective action where deficiencies were identified.

DGS provided the documents that SPB requested. A cross-section of OAL's examinations and appointments were selected for review to ensure that samples of various examinations and appointment types, classifications, and levels were analyzed. The review of the EEO program included examining written policies and procedures, the EEO officer's role and duties, and the internal discrimination complaint process. The SPB also interviewed appropriate DGS and OAL staff.

The Compliance Review Division (CRD) of the SPB found no deficiencies in the review of OAL's administration of examinations, appointments, and EEO program. 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 determination. The final Board Resolution will be posted on the SPB's website.

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

Sincerely,

A handwritten signature in blue ink, appearing to read "James L. Murray". The signature is fluid and cursive, with a long horizontal stroke at the end.

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