

July 31, 2014

Mr. Samuel P. Schuchat
Executive Officer
California State Coastal Conservancy
1330 Broadway, 13th Floor
Oakland, CA 94612-2530

RE: Compliance Review Report

Dear Mr. Schuchat,

The State Personnel Board (SPB) Compliance Review Unit (CRU) conducted a baseline compliance review of the California State Coastal Conservancy's (SCC) examinations and Equal Employment Opportunity (EEO) programs during the period of May 2011 through November 2012. The primary objective of the review was to determine if SCC'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 SCC provided the documentation that the CRU requested. The CRU reviewed all of the documentation associated with the one examination SCC administered during the review period. 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 CRU also communicated with and asked questions of appropriate SCC staff.

The CRU found no deficiencies in the review of SCC's examination. The CRU found that the EEO program was in compliance with one exception – the EEO Officer does not report directly to the SCC's Executive Officer regarding EEO related matters. The appointing power must appoint, at the managerial level, an EEO officer, who shall report directly to, and be under the supervision of, the director of the department to develop, implement, coordinate, and monitor the department's EEO program. (Gov. Code, § 19795.)

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Accordingly, the SCC must reorganize its organizational structure to ensure that the EEO Officer reports directly to the Executive Officer on EEO related matters. The SCC must submit to the CRU a written report of compliance, including an updated organization chart and duty statement no later than 60 days from the date of the SPB Executive Officer's approval.

Department Response

The SCC concurs with the finding, and will have the EEO Officer report directly to the SCC Executive Officer.

SPB Reply

The SPB thanks the SCC for their departmental response. It is recommended that SCC comply with the SPB's aforementioned recommendations and submit a written report of compliance including an updated organization chart and duty statement, within 60 days from the date of the SPB Executive Officer's approval. The SPB's final resolution will be posted on our website.

If you have questions or comments, please contact Alton Ford at (916) 653-0549.

Sincerely,

A handwritten signature in black ink that reads "Michael Brunette". The signature is written in a cursive style with a horizontal line extending from the end.

Michael Brunette, Manager
Compliance Review Unit
State Personnel Board