

**BOARD RESOLUTION ADOPTING THE COMPLIANCE REVIEW REPORT AND
FINDINGS BY THE SPB COMPLIANCE REVIEW DIVISION OF
THE OFFICE OF TRAFFIC SAFETY**

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 Traffic Safety submitted by SPB's Compliance Review Division.

WHEREAS, the Report was prepared following a baseline review of the Office of Traffic Safety'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
Executive Officer

October 3, 2013

Ms. Russia Chavis
Acting Director
Office of Traffic Safety
2208 Kausen Drive
Elk Grove, CA 95758

RE: Compliance Review Report

Dear Ms. Chavis,

The State Personnel Board (Board or SPB) conducted a baseline compliance review of the Office of Traffic Safety (OTS)'s appointments and EEO program during the compliance review period of May 2011 through November 2012. The Department of Transportation (DOT) currently administers OTS's personnel functions and acted on their behalf. The primary objective of the review was to determine if OTS's personnel practices, policies, and procedures complied with state civil service laws and board regulations, and to recommend corrective action where deficiencies were identified.

DOT provided the documents that SPB requested. A cross-section of OTS's appointments and entire EEO program were selected for review to ensure that samples of various 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 DOT and OTS staff.

The Compliance Review Division (CRD) has found no deficiencies in the review of OTS's administration of 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 action. The final Board action will be posted on the SPB's website.

Ms. Russia Chavis
Page 2 of 2

We greatly appreciated the cooperation and assistance provided by OTS and DOT 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", with a stylized flourish at the end.

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

CC: Susan Jimenez, Assistant Division Chief CHE, Department of Transportation
Kim Garcia, Equal Employment Opportunity Officer, Office of Traffic Safety