

**BOARD RESOLUTION ADOPTING THE COMPLIANCE REVIEW REPORT AND  
FINDINGS BY THE SPB COMPLIANCE REVIEW DIVISION OF  
THE WILDLIFE CONSERVATION BOARD**

**WHEREAS**, the State Personnel Board (SPB or Board) at its duly noticed meeting of December 5, 2013, carefully reviewed and considered the attached Compliance Review Report of the Wildlife Conservation Board submitted by SPB's Compliance Review Division.

**WHEREAS**, the Report was prepared following a baseline review of the Wildlife Conservation Board'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



November 26, 2013

John Donnelly  
Executive Director  
Wildlife Conservation Board  
1807 13th Street, Suite 103  
Sacramento, CA 95811

RE: Compliance Review Findings and Recommendation

Dear Mr. Donnelly:

The State Personnel Board (Board or SPB) conducted a baseline compliance review of the California Wildlife Conservation Board (WCB)'s examinations and appointments during the period of May 1, 2011, through October 31, 2012. The primary objective of the review was to determine if WCB'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 WCB provided the documents that SPB requested. A cross-section of the WCB'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 WCB staff.

The Compliance Review Division (CRD) of the SPB found no deficiencies in the appointments WCB made during the compliance review period. A deficiency, however, was found in WCB's examinations. Government Code section 18934 requires every applicant for an examination to file a signed formal application in the office of the California Department of Human Resources (CalHR) or designated appointing power within a reasonable length of time before the date of the examination. The applicant's signature ensures that the information on the application is true and complete to the best of the applicant's knowledge.

For the Public Land Management Specialist III and IV examinations, WCB accepted and processed a number of applications that were not signed by the applicants. Accordingly, WCB should take appropriate action to correct this deficiency to ensure that for future examinations only signed applications are accepted and processed.

It is thus recommended that within 60 days of the Board's Resolution adopting these findings and recommendations WCB submit to the Board a written corrective action plan that addresses the corrections the department will implement to ensure conformity with the requirements of Government Code section 18934 in future examinations.

On November 6, 2013 an exit conference was held with the WCB to go over the findings and recommendations.

### **DEPARTMENTAL RESPONSE**

The WCB agrees with the findings and thanks SPB for providing WCB the opportunity to respond. WCB has worked with the California Department of Fish and Wildlife (CDFW) Human Resources Department (who administers all examinations for WCB) to ensure that the practice of accepting and processing unsigned applications is discontinued. WCB concurs with the recommendation that a corrective action plan addressing the necessary actions for compliance be submitted to SPB. That action plan, however, will be deferred to CDFW as the examination administrator. (Attachment 1)

### **SPB REPLY**

The SPB thanks WCB for its cooperation and assistance during the compliance review. The SPB additionally wants to thank the WCB and CDFW for discontinuing their practice of accepting examination applications without signatures and directing Examination Unit staff to comply with Government Code section 18934.

You should also be aware that this compliance review letter and any written response and reply of the CRD will be provided to the Board at its next available meeting for their evaluation and determination. The Board may issue a Resolution adopting the findings and recommendation as stated herein, or the Board may order its own recommendations. In either event, you will be notified of the Board's final decision. The Board's Resolution will also be posted on our website.

We greatly appreciated the cooperation and assistance that the WCB staff provided throughout the compliance review. If you have questions, please contact me at (916) 651-0924.

Sincerely,



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

**Memorandum**

Attachment 1

To: Mr. Michael Brunette  
Compliance Review Manager, Compliance Review Division  
State Personnel Board  
801 Capitol Mall  
Sacramento, CA 95811

Date: November 14, 2013

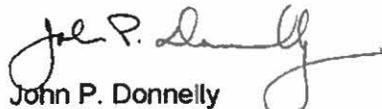
From: Wildlife Conservation Board  
1807 13th Street, Suite 103  
Sacramento, California 95811  
(916) 445-8448 Fax (916) 323-0280

Subject: Response to Compliance Review Findings and Recommendation

Thank you for your letter of October 31, 2013, regarding the baseline compliance review of the California Wildlife Conservation Board (WCB)'s examination and appointments during the period of May 1, 2011, through October 31, 2012. The letter stated that SPB found no deficiencies in the appointments WCB made during the compliance review period; however, a deficiency was found in WCB's examinations. Specifically, the deficiency identified was non-compliance with Government Code section 18934 that requires every applicant for an examination to file a signed formal application in the office of the California Department of Human Resources (Cal-HR) or designated appointing power within a reasonable length of time before the date of the examination. The compliance review found that for the Public Land Management Specialist III and IV examinations, the WCB accepted and processed a number of applications that were not signed by the applicants.

In response to the finding identified, the WCB contacted the California Department of Fish and Wildlife (CDFW), Human Resources Branch who administers all examinations in their entirety for the WCB. The WCB confirmed that the CDFW has discontinued their previous practice of accepting examination applications without signatures and has verbally directed all Examination Unit staff to comply with Government Code section 18934. The WCB concurs with the recommendation that a corrective action plan be submitted that addresses the necessary corrections to conform with Government Code section 18934 in all future examination; however, the WCB will defer to the corrective action plan submitted by the CDFW who currently administers the examination process in its entirety for the WCB.

Thank you for providing the WCB the opportunity to respond to the finding identified in the compliance review of our examinations and appointments. Should you have any questions regarding this response, please do not hesitate to call Ms. Cynthia Alameda at (916) 445-1072 or [cynthia.alameda@wildlife.ca.gov](mailto:cynthia.alameda@wildlife.ca.gov).

  
John P. Donnelly  
Executive Director

cc: Trayce Gilkey, CDFW HR Branch Chief  
Cynthia Alameda, WCB Budget Officer