



MEMORANDUM

DATE: February 24, 2017

TO: All State Agency Directors

FROM: /s/ **SUZANNE M. AMBROSE** /s/ **RICHARD C. GILLIHAN**
Suzanne M. Ambrose **Richard C. Gillihan**
Executive Officer Director
State Personnel Board California Department of Human Resources

SUBJECT: EXPANDED COMPLIANCE REVIEW PROGRAM

Pursuant to Government Code section 18661, the State Personnel Board (SPB) conducts compliance reviews of departments' personnel practices. Currently, the reviews are focused in five areas: examinations, appointments, equal employment opportunity, personal services contracts, and mandated training. The reviews are conducted on a three-year cycle.

The SPB and the California Department of Human Resources (CalHR) have partnered to expand the scope of compliance reviews to include more operational personnel practices that have been delegated to departments and for which CalHR provides policy direction. This new collaboration has tasked the SPB with performing compliance reviews with a more comprehensive scope while utilizing the existing compliance review infrastructure and timeline already established by the SPB. The expanded compliance review scope will now include areas such as compensation, leave, and other non-merit related personnel transactions and practices. The SPB will continue utilizing the same three-year cycle and will continue to send out documentation explaining the scope of compliance reviews to departments prior to scheduling entrance conferences.

If you have any questions related to the compliance review expansion, please contact Joseph Ruggiero, Associate Personnel Analyst, Policy & Compliance Review Division at joseph.ruggiero@spb.ca.gov or (916) 653-0920 or Helaina Medrano, Associate Personnel Analyst, Policy and Compliance Review Division at helaina.medrano@spb.ca.gov or (916) 651-0107.