

May 31, 2011

Daniel W. Hancock, Chairman  
Little Hoover Commission  
925 L Street, Suite 805

Dear Chairman Hancock:

This written statement regarding the reorganization proposal to consolidate the Department of Personnel Administration (DPA) and parts of the State Personnel Board (SPB) is submitted to you on behalf of the statewide AdHoc Committee on Personnel (AdHoc). AdHoc is a monthly forum of departmental Personnel/Human Resources (HR) Officers in California State service. Important issues are discussed along with regular updates from DPA, SPB, State Controller's Office, Department of Finance, California Public Employees Retirement System, HR Modernization Project (HR Mod), and MyCalPAYS. AdHoc also coordinates with other statewide HR groups: Small Personnel Information Network, Labor Relations Forum, Transactions Supervisors Forum, Classification & Pay Supervisors Forum, and the Exam Supervisors Forum, to improve administration of the State's civil service system.

The general consensus of the AdHoc member departments providing input to this written statement is in support of the proposed consolidation. It should be noted that both SPB and DPA (including HR Mod) have made great strides modernizing and improving the State's HR processes; however, several of the items listed below are problematic due to the overlapping responsibilities of DPA and SPB inherent in the existing systems. The benefits of the proposed consolidation may be:

1. Eliminating duplication and confusion over the responsibilities of DPA and SPB as they currently exist.
2. Increasing efficiency and responsiveness to departments.
3. Partnering with departments on policy development and revisions, and then providing clear and timely written policy direction to departments.
4. Enhancing the statewide training program.
5. Opportunity for much needed civil service reform, while preserving the merit principle, to simplify and streamline the State's personnel management system's processes in areas such as:
  - Seeking input from departments on major statewide automation efforts that need to rely on highly advanced systems prior to implementation (e.g. SPB's Online Selection System); and providing timely and complete training to all users on such systems.

- Proactively taking a leadership role in obtaining and sharing best practices for all areas of HR.
- Streamlining the classification consolidation and specification (spec) revision processes (many specs were created and/or revised more than 30 years ago).
- Streamlining the review/approval process for Career Executive Assignment position packages (e.g. establishment of, and revision to, positions).
- Streamlining testing for statewide classifications (e.g. making the determination as to whether or not applicants meet the minimum qualifications necessary to compete in the examinations rather than requiring all user departments to perform that function for the same candidates).
- Improving employer-employee relations by streamlining processes to resolve disputes and the discipline process.
- Initiating statutory/regulatory changes and partnering with departments on them.
- Delegating many processes to departments, with assistance and oversight from CalHR.
- Expanding HR Mod's efforts in continuing to provide valuable HR tools and services to managers and supervisors, HR professionals, staff at all levels, and the public; this also includes enhancing the statewide training program (#4 above).

In conclusion, Ad Hoc supports the reorganization proposal and looks forward to improvements in the State's personnel management system.