

CCD Personnel Management Survey Results | 2010

1. How large is your department?

	Response %	Response Count
Smallest (less than 200)	18.1%	13
Small (more than 200, less than 1,000)	37.5%	27
Moderate (more than 1,000, less than 4,000)	31.9%	23
Large (more than 4,000, less than 8,000)	8.3%	6
Largest (more than 8,000)	4.2%	3

Answered Question: 72

Skipped Question: 0

2. Number of professional personnel staff in Human Resource function including headquarters and field offices (i.e, SSA/Associate/Manager classes)

1. 7	11. 2	21. 14	31. 14	41. 38	51. 35	61. 7
2. 3	12. 91	22. 12	32. 4	42. 6	52. 5	62. 4
3. 4	13. 3	23. 9	33. 7	43. 1	53. 1	63. 4
4. 4	14. 109	24. 7	34. 5	44. 20	54. 5	64. 21
5. 8	15. 9	25. 304	35. 4	45. 2	55. 23	65. 22
6. 12	16. 6	26. 19	36. 110	46. 3	56. 1	
7. 75	17. 70	27. 30	37. 94	47. 5	57. 40	
8. 57	18. 9	28. 7	38. 1	48. 26	58. 1	
9. 106	19. 11	29. 65	39. 6	49. 20	59. 5	
10. 130	20. 45	30. 10	40. 3	50. 46	60. 17	

Answered Question: 65

Skipped Question: 7

3. What resources do you use when preparing items for Classification and Compensation Division Review?

	Response %	Response Count
Allocation Guidelines	97.2%	70
California Code of Regulations	79.2%	57
C&P Guidelines	98.6%	71
Class Specifications	97.2%	70
Government Codes	81.9%	59
Layoff Manual/SROA	72.2%	52
MOUs	80.6%	58
Pay Scales	88.9%	64
PMLs	80.6%	58
Other (please specify) see responses below	34.7%	25

CCD Personnel Management Survey Results | 2010

1. PMPPM, PTM, ALJ decisions, forum notes, other department's practices, etc
2. PMPPM, departmental guides, past samples (both approved & disapproved by C&C).
3. Job Analysis Manual
Subject Matter Experts
4. It could be all...it depends on the item.
Possible dept website, website to help define item
5. Personnel Management Policy & Procedures Manual
6. Department specific initiatives or Board directives
7. Internal history files; State Personnel Board policies and procedures.
8. PMPPM
9. Board items, past historical documents, position establishment info from finance, SPB policies
10. Subject files, Department Operations Manual, Personnel Operations Manual, Personnel Information Bulletins, other control agencies and departments.
11. PMPPM'S;
12. Information acquired from other departments such as duty statements and org charts.
13. Past practice; information from other departments; PMPPM
14. DGS manuals, departmental policies, etc
15. REFERENCE ANY HISTORY WE MAY HAVE ON ITEM
16. Wage Surveys, comparison to other public entities or private industry
17. Comparisons to other state agencies of similar size or function; comparisons to other public or private entities when appropriate.
18. duty statements
class files
Pinkies
19. Have not prepared items for Classification and Compensation Division Review
20. Bargaining Contracts
21. Organization Charts

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- SPB
- Pinkies
- Pay letters
- 22. Personnel letters
- Payroll letters
- SPB Exam and cert guides
- HR Mod

- 23. conduct searches on DPA or SPB's website

- 24. Filled position database; exempt position database; classification comparison.

- 25. Comparable agencies/departments;
- Operational needs;
- Necessary competencies;

Answered Question: 72

Skipped Question: 0

4. What do you believe is an acceptable response time from DPA-CCD for the following:

	30 Days or less	30-60 Days	60-90 Days	90 Days or More	Rating Average	Response Count
Board Item	28.4% (19)	59.2% (39)	10.4% (7)	3.0% (2)	1.88	67
CEA Request	72.9% (51)	21.4% (15)	4.3% (3)	1.4% (1)	1.34	70
Compensation Request	68.6% (48)	25.7% (18)	4.3% (3)	1.4% (1)	1.39	70
Exempt Position Request	77.1% (54)	18.6% (13)	4.3% (3)	0.0% (0)	1.27	70
General Consultation	90.0% (63)	10.0% (7)	0.0% (0)	0.0% (0)	1.10	70
Layoff Consultation	84.3% (59)	14.3% (10)	0.0% (0)	1.4% (1)	1.19	70
Out-of-Class Request	88.6% (62)	11.4% (8)	0.0% (0)	0.0% (0)	1.11	70
Position Allocation Request (625s)	72.9% (51)	24.3% (17)	1.4% (1)	1.4% (1)	1.31	70

Answered Question: 70

Skipped Question: 2