

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
SACRAMENTO, CA 94250-5878

DATE: June 16, 2023

PERSONNEL LETTER #23-012
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Jil Barraza, Chief
Personnel and Payroll Services Division

RE: REVISED - CALHR ATTORNEY SERIES CLASSIFICATION CONSOLIDATION

The California Department of Human Resources (CalHR) approved the consolidation of classifications in the Attorney Series, effective June 1, 2023 based on classification actions taken by the State Personnel Board (SPB) on January 12, 2023. Please refer to CalHR Pay Letters #23-15 and #23-16 for further information regarding the consolidation, including new class codes, range differentials, alternate range criteria, MCR changes, and salary changes. These letters can be accessed via the following link [Cal HR Net](#).

DEPARTMENTAL ACTION REQUIRED

Departments should process A20 transactions to effect the reallocation of permanent appointments from their current classification and range to the newly designated classification and range effective June 1, 2023. Refer to Pay Letter #23-15, Part B, for class mapping information.

When keying an A20 transaction, Item 215 is required; please enter remarks as the 4-digit class code and respective Pay Letter #23-15 or #23-16 (e.g., 5778/23-15).

If employees are entitled to a SAL the salary should reflect the new salary rate on the A20. If the A20 is not required departments should key a Sal transaction effective 06/01/23 for eligible employees.

It is imperative that departments complete all tasks related to this consolidation timely so as not to impact monthly payroll in June, the Schedule 8 process, and upcoming bargaining changes effective July 1, 2023.

EH DOCUMENTATION/PROCESSING INSTRUCTIONS

Position Number Evaluations

Departments should review serial numbers prior to processing the reallocation to avoid duplicating position numbers.

Employees Serving a Probationary Period

For employees in designated classifications who are currently serving, and will continue, a probationary period in the new classification, probationary code 3 should be used to identify that the employee "must complete probationary period now serving."

e.g.: If an employee is currently in a classification with a six month probationary period and has served two months at the time of reallocation, the employee will only be obligated to serve four additional months to satisfy their probationary period and gain status in the new classification.

Employees in Excluded Ranges

For employees in designated classifications who are currently in excluded ranges, movement is subject to SPB Rule 431 and transactions should be processed as follows:

1. An A20 transaction must be keyed placing the employee in the appropriate status range(s) of the existing classification. Departments should also update the salary based on the instructions of the Pay Letter(s).
2. A 335 transaction to place employee in the appropriate excluded alternate range of the new classifications and to apply the applicable salary rule based on the range differential between the status range and the excluded range.

Employees in Training and Development Assignments (T&D)

If an employee is currently in an Attorney classification affected by the reallocation and serving a T&D in a classification not affected by the reallocation, process per PAM Section 5.50:

1. An A20 effective 06/01/23
2. An A04 to return the employee to T&D assignment.

If an employee is currently in a classification not affected by the reallocation and serving a T&D in an Attorney classification affected by the reallocation, evaluate that the T&D is still valid. If the T&D is found to be valid, departments should process an A04 transaction.

Nonpermanent Employees

Departments are responsible for identifying and processing an A02 transaction for nonpermanent employees to change the classification and/or processing a 335 transaction for alternate range changes, if applicable:

- TAU Appointments
- Limited Term Appointments
- Retired Annuitants
- Emergency Appointments

STD. 607 Requirements

Departments are required to submit the STD. 607 form for all positions impacted by the reallocation (filled and vacant), to SCO by May 31, 2023 (PPM Section C315 https://sco.ca.gov/Files-PPSD/PPM/ppm_section_c_positioncontrol.pdf). Please indicate “‘Attorney’ Consolidation Effective 06/01/23” in the remarks.

To eliminate multiple forms department can use a Position Control Listing. It is currently available upon request and not posted to the SCO website. Process 607's or the 607 listing on a flow basis. To request the Position Control Listing template or submit completed 607's or the 607 listing please use the PPSD Position Control email PPSDPositionControl@sco.ca.gov.

Out-of-Sequence

After the A20 and/or SAL transactions are posted to an employee's EH record, any new out-of-sequence transaction must have the old salary rate entered, if allowable. If not entered, the salary rate information on the transactions will be reflected on the new out-of-sequence transaction and could cause an overpayment. See Personnel Action Manual (PAM) Section 9 for further processing information.

Per California Code of Regulations rule 599.689, MSA/SIS transactions with a June 1, 2023 effective date must be posted prior to the A20 and/or SAL, if applicable. If correcting a June 1, 2023 effective date transaction that was processed prior to the A20 and/or SAL being posted, enter the GSI Code O (alpha O) in the GSI field on the PAR1 update screen on the correct transaction to denote the old salary rate. Failure to enter the GSI Code O could result in an incorrect base salary rate and/or anniversary date (i.e., overpayment).

Lump Sum

Employees who separated from state service without fault prior to the effective date of the consolidation with lump sum pay extending beyond the reallocation effective date, and who were in a designated classification at the time of the separation, should have their lump sum adjusted if there is a salary change resulting from the reallocation. Departments must identify the affected employee(s) and process a 215 transaction. The effective date of the 215 transaction must be the following day after the employee's separation effective date. Departments must indicate the new classification code, new salary, and reference the Pay Letter #23-15 or #23-16.

e.g.: Item 215 Remarks: 5778/6000.00/23-15

Submit a STD. 674 and indicate "Attorney Consolidation Effective 06/01/23" in the remarks. Please direct questions regarding the Attorney Consolidation to the CalHR Consolidation Team at consolidation@calhr.ca.gov. For questions about the 607 please contact SCO Position Control – 607 Processing Team at PPSDPositionControl@sco.ca.gov.

For additional questions, please use the following contact information:

- Affordable Care Act (ACA) Email acasupport@sco.ca.gov
- [Cal Employee Connect \(CEC\) - Help and Feedback](#)
- [ConnectHR - Help and Feedback](#)
- California Leave Accounting System (CLAS) Email Clas@sco.ca.gov
- CS Escalation Email (HR Supervisors and Managers) PPSDOps@sco.ca.gov
- Decentralized Security & ViewDirect Access - (916) 619-7234 or DSA@sco.ca.gov
- HR Suggestions Email (All HR Staff) PPSDHRSuggestions@sco.ca.gov
- Management Information Retrieval System (MIRS) Email PPSDmirs@sco.ca.gov
- [Statewide Customer Contact Center](#) (916) 372-7200

SCO Key Initiatives:

- [Cal Employee Connect Project](#)
- [California State Payroll System Project](#)

Websites:

- [HR](#)
- [State Employees](#)