

STATE CONTROLLER'S OFFICE
PERSONNEL AND PAYROLL SERVICES DIVISION
P.O. BOX 942850
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DATE: January 22, 2026

PERSONNEL LETTER #26-002
(Civil Service Only)

TO: All Agencies in the Uniform State Payroll System

FROM: Lisa Dean, Chief
Personnel and Payroll Services Division

**RE: CALIFORNIA DEPARTMENT OF HUMAN RESOURCES GENERALIST
CLASSIFICATION CONSOLIDATION**

The California Department of Human Resources (CalHR) approved the consolidation of classifications in the General Classification Series, effective January 1, 2026. Please refer to [CalHR Pay Letter #26-02](#) for further information regarding the consolidation.

The State Controller's Office (SCO) will process an Employment History (EH) mass update to implement the Generalist Classification Consolidation and all A20 reallocation of permanent employees effective January 1, 2026. The State Controller's Office will process A20 transactions for both records that are moving to a new class code, as well as those that are not, to ensure the record is updated with the new class title.

DEPARTMENTAL ACTION REQUIRED – 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 to serve, a probationary period in the new classification, probationary code 3 should be used to identify that the employee – “must complete probationary period now serving.”

For example, 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.

Alternate Range Evaluations

Departments should review each impacted employee's alternate range placement according to the new Alternate Range Criteria. Movement for employees eligible for a same day range change should be processed as follows:

1. An A20 transaction to affect the reallocation.
2. A 335 transaction to place them in the appropriate alternate range.

Employees in Excluded Ranges

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

1. A 335 transaction to return incumbents to the appropriate status range for their current classification.
2. An A20 transaction to reallocate incumbents from the status range(s) of existing classifications to the status range(s) of new classification.
3. A 335 transaction to place incumbents 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 a “General” classification affected by the reallocation and serving a T&D in a classification not affected by the reallocation, process per Personnel Action Manual ([PAM](#)) [Section 5.50](#):

1. An A20 effective 01/01/26.
2. An A04 to return the employee to T&D.

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

Non-permanent Employees

Departments are responsible for identifying and processing an A02 transaction for non-permanent employees to change the classification and work week group, if applicable, for employees in designated classifications who are in non-permanent positions ([PMPPM 315.14](#)). Non-permanent employees include:

- Temporary Appointment (TAU)
- Limited Term Appointments
- Retired Annuitants
- Emergency Appointments

STD. 607 Requirements

The new ConnectHR Position Control feature has been enabled for all state departments and must be used for all transactions. Departments are required to submit the STD. 607 transactions to SCO using the ConnectHR electronic Position Control feature for all positions impacted by the reallocation (filled and vacant) per [Payroll Procedures Manual \(PPM\)](#) Sections C 310 and C 315.

The ConnectHR electronic Position Control feature replaces the STD. 607 Change in Established Position paper submission. This feature provides Department Position Control staff and Human Resources (HR) staff with the ability to Add a new position, Change (re-classification) or Delete (abolishment) an existing position within the current fiscal year via ConnectHR. This new feature replaces the PDF versions of STD. 607 submitted to the State Controller’s Office Personnel and Payroll Services Division.

Access to the feature must be obtained through your department security monitor.

See the ConnectHR – Position Control User Guide for more information.

Notes for keying STD. 607 transactions related to the Generalist Consolidation:

- Effective date for the Addition to Roster – January 1, 2026
- Effective date for Deletion from Roster – December 31, 2025
- Ensure serial numbers are not duplicated for new class code

The user manual for the Position Control feature is available in [ConnectHR](#).

Out-of-Sequence

Per Department of Personnel Administration (DPA) rule 599.689, MSA/SIS transactions must be posted prior to the reallocation, if applicable. If correcting a transaction that was processed prior to the MSA/SIS being posted, enter the General Salary Increase (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, must have their lump sum adjusted. Departments must identify and process a 215 transaction to indicate the new classification code and reference the Pay Letter 26-02; prior to submitting a STD. 674.

e.g.: Item 215 Remarks: 1400/20-03

Submit a STD. 674 and indicate “[General Classification] Consolidation Effective 01/01/26” in the remarks.

Transfer of Funds

The mass update is being processed after Payroll Cutoff, resulting in a transfer of funds between the old position and new position numbers for those that were updated. Departments are responsible for verifying that a transfer of funds has occurred after completing the Monthly Payroll Certification (MPC) on the first day of the next pay period. If after the MPC is completed and the transfer of funds does not occur, a STD. 674 needs to be submitted via ConnectHR.PPSD.

All PPSD Contact Information:

- [PPSD Contacts and Additional Information](#)

Web Resources:

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

LD: RJC:PMAB