

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

DATE: February 11, 2026

PERSONNEL LETTER #26-003  
(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 RESEARCH SCIENTIST  
CLASSIFICATION CONSOLIDATION**

The California Department of Human Resources (CalHR) approved the consolidation of classifications in the Research Scientist Classification Series, effective January 30, 2026. Please refer to CalHR Pay Letter #26-06 for further information regarding the consolidation.

**The State Controller's Office (SCO) will process an Employment History (EH) mass update to implement the Research Scientist Classification Consolidation and all A20 reallocation of permanent employees effective January 30, 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 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 A03 effective 01/30/26
2. An A20 effective 01/30/26
3. An A04 to return the employee to T&D assignment, effective 01/30/26.

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 that 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. Non-permanent employees include:

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

## **Disability**

Departments are responsible for identifying employees out on a temporary separation off pay status, i.e. S49, S50, will be required to process the following:

- An A03 effective 01/30/26
- An A20 effective 01/30/26
- An S49 or S50 to return the employee to off pay status effective 01/30/26

## **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 & 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 – 01/30/26
- Effective date for Deletion from Roster – 01/29/26
- 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).

### **All PPSD Contact Information:**

- [PPSD Contacts and Additional Information](#)

### **Web Resources:**

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

LD: RJC:PMAB