

Action Item***California Student Aid Commission*****Consideration of hiring a retired annuitant to conduct a salary survey for the senior management team positions**

At its February 20-21, 2014 meeting, the Commission Chairman John McDowell announced that he requested that Vice Chair Ana Beltran, Chair of the Personnel, Evaluations & Nominations (PEN) Committee contact the State Human Resources Department to request that salary survey of the Commission's executives be conducted. Chair Beltran directed staff to provide alternatives for conducting the salary survey.

In conducting a salary study of the Commission's executives it is important to note the types of classifications in which each one is assigned, as shown in the chart below. The Executive Director is in an Exempt position, which requires approval from the Governor's Office for a change in salary. The Commission's Division Chiefs are in Career Executive Appointments (CEA) positions which require approval by the California Department of Human Resources (CalHR) based on specific guidelines.

Position	Classification
Executive Director	Exempt - Level B
Chief Deputy Director	CEA II
Legal and Audits,	Administrative Advisor II, CEA
Strategic Policy, Media and Communication	CEA I
Program Administration and Services	CEA I
Information Technology,	CEA I
Administration and External Affairs	CEA I

We took into consideration that in order to complete the survey in a timely manner we would need someone who had experience in developing Exempt and Career Executive Appointments. Our current personnel staff is fully engaged in other work and do not have a lot of experience with these types of appointments. Hiring a contractor through the State's procurement process would not guarantee that we could find someone with previous State human resources experience.

Therefore, we are recommending hiring a retired state employee with extensive state human resources experience. The scope of work for the project is provided in Exhibit 7.a.

The funding for the retired annuitant will be from existing resources. The payments will be processed through the state's payroll system, so the payments will be charged to the

fiscal year in which they occur. For example, if the work is started in June and continues through July, the cost would be split between two fiscal years.

Recommended Action: Approve the hiring a retired annuitant to conduct the salary survey of the Commission's executive management.

Responsible Person(s): Janet McDuffie, Chief
Administration and External Affairs Division

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SCOPE OF WORK

Statement of Work: This statement of work consists of services to be delivered by Joy Hempstead to conduct salary surveys of the California Student Aid Commission’s Executive Management.

Estimated Rate: The hourly rate for services will be negotiated, but will most likely be about \$41 per hour. Travel will not be reimbursed.

Description of Services	Estimated Hours	Estimated Cost
<p>1. Make a recommendation regarding an increase to the Executive Director’s salary.</p> <ul style="list-style-type: none"> • Review current duty statement. • Review prior salary increase approval package. • Interview Executive Director to determine if there are any changes in the current duties. • Compile a comparison of similar executive director positions in state service. • Prepare a report with recommendation that includes the process and determining factors. 	20	\$820
<p>2. Make recommendations on the Career Executive Appointment (CEA) levels for the Commission’s senior management for the following divisions: Information Technology, Legal and Audits, Program Administration and Services, Administration and External Affairs, and Strategic Policy, Media and Communication.</p> <ul style="list-style-type: none"> • Review current duty statements. • Review approved CEA packages. • Interview the Chiefs to determine if there are any changes in the current duties. • Gather and review information on other CEA positions that could be comparable to the level of work being performed by the CEAs. • Prepare a report with recommendations on any changes to the current CEA classifications for any of the chiefs; include the process and determining factors in the report. • Prepare the documents to be submitted to the California Department of Human Resources (CallHR) for any changes to the current CEA classifications. 	60	\$2,460
Total	80	\$3,280