

PAY LETTER: 18-35  
ISSUE DATE: December 12, 2018

**CALIFORNIA DEPARTMENT OF HUMAN RESOURCES  
SECTION I**

**SUMMARY OF REVISIONS  
TO THE CALIFORNIA STATE CIVIL SERVICE PAY SCALES  
LOCATED ON CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CALHR'S) PUBLIC  
WEB SITE**

<http://www.calhr.ca.gov/state-hr-professionals/Pages/pay-scales.aspx>

For questions regarding Section I, personnel office designated liaisons should contact CalHR's Personnel Services Branch. Technical questions will be referred to the appropriate CalHR analyst.

The following changes are now updated on the electronic Pay Scales. Changes to the Alphabetical and Schematic Listings (Sections 15 and 17) will be updated within the first week of each month.

**GENERAL SALARY INCREASES – RANK AND FILE**

**R09 and U09 (Rank-and-File Ranges)**

**CLASSES**

Effective July 1, 2018, in compliance with an agreement between the State of California and Bargaining Unit (BU) 09, CalHR approved a 4.5-percent General Salary Increase. All rank-and-file ranges in classes designated R09 and U09 shall be increased by 4.5 percent.

**EMPLOYEES**

Effective July 1, 2018, all employees designated R09 and E09 in the above classes shall receive the 4.5-percent increase, including employees who separated from state service prior to July 1, 2018, and have lump sum payments that extend beyond July 1, 2018. The lump sum payments shall be adjusted to reflect the above salary increase.

**DOCUMENTATION:**

The State Controller's Office will process an Employment History mass update to post a GEN transaction effective July 1, 2018 to increase the salary rate of eligible employees in the above bargaining unit.

For employees who separated from state service prior to July 1, 2018 and have lump sum payments that extend beyond July 1, 2018, departments shall adjust their lump sum to reflect the above salary change.

An SCO Personnel Letter with specific information regarding the mass update will be forthcoming.

## GENERAL SALARY INCREASES – EXCLUDED

### **M09, S09, and U09 (Supervisory Ranges)**

#### **CLASSES**

Effective July 1, 2018, CalHR approved a 4.5-percent General Salary Increase. All classes designated M09, S09, and supervisory ranges in U09 shall be increased by 4.5 percent.

#### **EMPLOYEES**

Effective July 1, 2018, all employees designated M09, S09, E48, and E59 shall receive the 4.5-percent increase, including employees who separated from state service prior to July 1, 2018, and have lump sum payments that extend beyond July 1, 2018. The lump sum payments shall be adjusted to reflect the above salary increase.

#### **DOCUMENTATION:**

The State Controller's Office will process an Employment History mass update to post a GEN transaction effective July 1, 2018 to increase the salary rate of eligible employees in the above bargaining unit.

For employees who separated from state service prior to July 1, 2018 and have lump sum payments that extend beyond July 1, 2018, departments shall adjust their lump sum to reflect the above salary change.

An SCO Personnel Letter with specific information regarding the mass update will be forthcoming.

**M10 and S10 – Class Codes 0753, 0756, 0759, 0760, 0764, 0769, 0783, 0784, 0785, 3062, 3081, 3749, 3841, 3852, 4058, 4599, 4805, 4813, 4940, 6231, 9320, and 9362**

#### **CLASSES**

Effective July 1, 2018, the California Department of Human Resources approved a 4.5-percent General Salary Increase for the classes identified in the chart below.

#### **EMPLOYEES**

Effective July 1, 2018, all employees designated M10, S10, E48, and E59 in the following classes shall receive the 4.5-percent increase, including employees who separated from state service prior to July 1, 2018, and have lump sum payments that extend beyond July 1, 2018. The lump sum payments shall be adjusted to reflect the above salary increase.

<u>Class Code</u>	<u>Class Title</u>
0753	Integrated Waste Program Manager
0756	Environmental Program Manager I (Supervisory)
0759	Supervising Integrated Waste Management Specialist I

<u>Class Code</u>	<u>Class Title</u>
0760	Environmental Program Manager I (Managerial)
0764	Senior Environmental Scientist (Supervisory)
0769	Environmental Program Manager II
0783	Program Manager I, California Bay-Delta Authority
0784	Program Manager II, California Bay-Delta Authority
0785	Program Manager III, California Bay-Delta Authority
3062	Land and Water Use Program Manager I
3081	Senior Land and Water Use Scientist
3749	Senior Seismologist
3841	Supervising Industrial Hygienist
3852	Senior Industrial Hygienist
4058	Energy Commission Supervisor II (Technology Evaluation and Development)
4599	Energy Commission Supervisor II (Forecasting)
4805	Energy Resource Specialist III (Managerial)
4813	Energy Resources Specialist III (Supervisory)
4940	Energy Commission Supervisor II (Efficiency)
6231	Supervising Industrial Hygiene Specialist, State Compensation Insurance Fund
9320	Senior Industrial Hygiene Specialist, State Compensation Insurance Fund
9362	Senior Ergonomic Specialist, State Compensation Insurance Fund

**DOCUMENTATION:**

Departments should key a GEN transaction effective 07/01/2018 for eligible employees, and correct any resulting out-of-sequence transactions.

**SPECIAL SALARY ADJUSTMENT – EXCLUDED**

**S09 – Class Code 3637**

**CLASS**

Effective August 31, 2018, CalHR approved a 3.06-percent Special Salary Adjustment at the minimum salary range and a 3.05-percent Special Salary Adjustment at the maximum salary range as identified in the chart below.

**EMPLOYEES**

Effective August 31, 2018, all employees designated S09 in the following class at the minimum salary range shall receive a 3.06-percent Special Salary Adjustment and all other employees shall receive a 3.05-percent Special Salary Adjustment, including employees who have separated from state service prior to August 31, 2018, and have lump sum payments that extend beyond August 31, 2018. The lump sum payments shall be adjusted to reflect the above increase.

Class Code	Class Title	7/1/18	7/1/18	3.06%	3.05%
		4.5%	4.5%	SSA	SSA
		GSI	GSI	NSR	NSR
		<u>Min</u>	<u>Max</u>	<u>Min</u>	<u>Max</u>
3637	Senior Telecommunications Engineer	\$9,111	\$11,405	\$9,390	\$11,753

**DOCUMENTATION:**

Departments should key a SAL transaction effective 08/31/2018 for eligible employees, and correct any resulting out-of-sequence transactions.

**SECTION 5: HIRING-ABOVE-MINIMUM AUTHORIZATION**

- R09 classes are updated. (Effective 07/01/18)

**DOCUMENTATION:**

Departments must key a GEN transaction effective July 1, 2018 for eligible employees with a plus salary.

Departments must key a SAL transaction effective July 1, 2018 for eligible employees with a plus salary.

**SECTION 10: WORK WEEK GROUPS**

- SPECIAL WORK WEEK ALLOCATIONS AND OVERTIME AUTHORIZATIONS section is amended to include specific classifications at the Department of Food and Agriculture and Department of Fish and Wildlife: (Effective 07/01/18)

**DOCUMENTATION:**

Refer to Payroll Procedures Manual (PPM), Miscellaneous Pay Section G 020 to determine appropriate EID for issuing overtime pay.

#### **SECTION 14: PAY DIFFERENTIALS**

1. PAY DIFFERENTIAL 42  
DIVING PAY – UNITS 07, 09, 10, 11, 12 AND  
EXCLUDED EMPLOYEES is amended: (Effective 07/01/18)

- Pay Differential is retitled as follows:

<u>From:</u> DIVING PAY – UNITS 07, 09, 10, 11, 12 AND EXCLUDED EMPLOYEES	<u>To:</u> DIVING PAY – BARGAINING UNITS 07, 09, 10, 11, 12 AND EXCLUDED EMPLOYEES
---	---

- Effective 07/01/18, the rate for Unit 10 is increased.
- The criteria section is amended.
- Government code 21232 is added.

#### **DOCUMENTATION:**

Effective 07/01/2018, Departments may process a 350 transaction to lock-in the EID and then correct any resulting out-of-sequence transactions. Or may process payment via PIP, for eligible employees. Departments should submit form STD 674 to request payment adjustments.

2. PAY DIFFERENTIAL 331  
VETERINARIAN EXPANDED DUTIES DIFFERENTIAL –  
BARGAINING UNIT 10 AND EXCLUDED EMPLOYEES  
is abolished: (Effective 07/01/18)

#### **DOCUMENTATION:**

Departments must not use EID SY to issue payments effective 07/01/2018.

3. PAY DIFFERENTIAL 432  
GEOGRAPHIC RECRUITMENT AND RETENTION  
BARGAINING UNIT 09 AND EXCLUDED EMPLOYEES is established: (Effective  
07/01/18)

#### **DOCUMENTATION:**

Effective 07/01/2018, Departments may process a 350 transaction to lock-in the EID and then correct any resulting out-of-sequence transactions. Or may process payment via PIP, for eligible employees.

4. PAY DIFFERENTIAL 433  
LONGEVITY PAY DIFFERENTIAL- BARGAINING UNIT 09  
AND EXCLUDED EMPLOYEES is established: (Effective: 07/01/18)

**DOCUMENTATION:**

Effective 07/01/2018, Departments may process a 350 transaction to lock-in the EID and then correct any resulting out-of-sequence transactions. Or may process payment via PIP, for eligible employees.

5. PAY DIFFERENTIAL 434  
EDUCATIONAL PAY DIFFERENTIAL – BARGAINING UNIT 10 AND  
EXCLUDED EMPLOYEES is established: (Effective: 11/01/18)

**DOCUMENTATION:**

Effective 11/01/2018, Departments may process a 350 transaction to lock-in the EID and then correct any resulting out-of-sequence transactions. Or may process payment via PIP, for eligible employees.