

Human Resources Memorandum

SUBJECT: Change in Reporting Structure (Senior Environmental Scientist - Specialist) Classification	NUMBER: HR14-048
	DATE ISSUED: 9/15/2014
DISTRIBUTION: All CDFW Employees	EXPIRES: N/A

On August 20, 2014, the California Department of Human Resources (CalHR) issued Pay Letter (PL) 14-17 which outlined special salary adjustments for certain classes in S09, S10 and M10. This special salary adjustment became effective July 1, 2014.

As a result of the new salary increase, the Senior Environmental Scientist (Specialist) classification is no longer within transferable range (i.e., 9.99%) for the Senior Environmental Scientist (Supervisor) classification. Therefore, employees in the Senior Environmental Scientist (Specialist) class must take an examination in order to promote into the Supervisor class.

Change in Reporting Structure

Effective October 1, 2014, CDFW will allow the Senior Environmental Scientist (Supervisor) to supervise the Senior Environmental Scientist (Specialist).

Prior to initiating changes to the organizational structure, programs must schedule a meeting with their assigned personnel analyst to ensure the adjustment(s) to the organizational structure are appropriate. Requests for deviations from the structure recommended by CalHR should be documented to your personnel analyst and will be considered on a case-by-case basis.

Note: *when reviewing your organizational structure, please note that CalHR guidelines state that managers should have at least 3-5 subordinate staff as direct reports.*

Please direct any questions to your assigned Personnel Analyst.