

## INTRODUCTION

# Salaries and Wages Information

Presented in this document are the complete and detailed data on approved staffing for state departments. For each state department, the information is reported for the 2003-04 fiscal year on an actual basis and for the 2004-05 and 2005-06 on an authorized or proposed basis. A more thorough explanation of the content and interpretation of this supplement follow.

### **Position Titles**

In this document, positions included in state civil service have been listed by the official class titles established by the State Personnel Board. Positions exempt from civil service established by statute or other authority designated by law have been listed by their current class titles. For the University of California and the California State University, the positions are summarized by broad functional groupings. Position titles are generally abbreviated to save space. A table of abbreviations utilized by the State Controller's Office follows this presentation.

### **Authorized Positions**

For the 2004-05 and 2005-06 fiscal years, positions reported as *authorized or proposed* are those which were included in the 2004-05 Budget as approved by the Legislature and the Governor. Exceptions to this rule are explained by footnote in all cases other than technical adjustments of position classification to more accurately reflect assigned duties.

### **Changes in Authorized Positions**

Proposed "Changes in Authorized Positions" are presented in individual schedules in each departmental presentation, where applicable, in the main 2005-06 Governor's Budget presentation. These changes are proposed by the Executive Branch and are listed under "Workload and Administrative Adjustments" and "Proposed New Positions."

Modifications to these proposed changes as a result of legislative review and final action by the Governor will be reflected in the Final Change Book for 2005-06.

### **Expenditures**

For the 2003-04 fiscal year, actual salary expenditures are reported. The salary ranges reported are those that were generally in effect on July 1, 2004. Salary costs are estimated on the basis of continuous, 100 percent occupancy of all authorized positions and include the estimated cost of merit salary adjustments where applicable. Exceptions are explained by footnote for those special cases in which the above general rule was not followed. Appropriate adjustments to recognize probable position vacancies and replacements at lower steps in salary ranges due to turnover are included in the 2005-06 Governor's Budget (Expenditures by Category (Summary by Object schedule)) as "Estimated Salary Savings."

### **Number of Positions**

For the 2003-04 fiscal year, the number of positions represents actual personnel years of employment counted to the nearest tenth of a personnel year. A personnel-year is equal to 12 months full-time employment of one person—12 persons employed for one month, two persons employed for six months, or any similar combination equal to one personnel year.

Positions for 2004-05 and 2005-06 are counted to the nearest tenth and are expressed in terms of full-time, full-year equivalents. The only exception is in the case of full-time positions to be

established after July 1. In such instances, the position counts and related salary dollars are adjusted for delayed establishment, e.g., a full-time position to be established January 1 is counted as 0.5 position.

### **Salary Range**

Rates of pay represent salary ranges established by the Department of Personnel Administration (DPA), statute, the Regents of the University of California, the Trustees of the California State University, the Board of Directors of the Hastings College of the Law, or the Chairman of the Judicial Council.

The amounts shown are the minimum and maximum monthly or hourly rates, flat monthly or daily rates, or annual compensation. The minimum of the range serves as the normal entry rate for new appointees to any position in a class and represents the lowest rate to be paid to any employee who is considered qualified for appointment to or retention in a position. The maximum of the range represents the highest rate payable to an employee who occupies any position in the class. These salary ranges are subject to the collective bargaining process for represented state employees.

In some classifications and positions with unusual conditions of work or where it is necessary to meet prevailing rates or practices, more than one salary range, or rate or method of compensation have been established within a class. These "alternate ranges" and "pay differentials" and the criteria for their application are established by DPA and/or the State Personnel Board. For classes which have alternate ranges, salaries in this supplement show the minimum step of the lowest range and the maximum step of the highest range. For classes that have pay differentials, the amounts and criteria are described in the California Civil Service Pay Scales. A pay differential constitutes additional pay added on to the base pay or salary range of the class. It is provided only to employees of the class who meet the specified pay differential criteria.

Under the pay plan adopted by DPA, a "salary range" is the minimum and maximum rate currently authorized for the class. A "step" for employees compensated on a monthly basis is a five-percent differential above or below a salary rate rounded to the nearest dollar and for employees compensated on a daily or hourly basis is a five-percent differential above or below a rate rounded to the dollar and cents amount. "Rate" for employees compensated on a monthly basis is any one of the full dollar amounts found within the salary range, and for employees compensated on a daily or hourly basis is any one of the dollar and cents amounts found within the salary range.

### **Merit Salary Adjustment**

Government Code Section 19832 provides that each civil service employee shall be eligible to receive a merit salary adjustment of five percent in the employee's salary range during each year in a position until reaching the maximum. However, this adjustment is contingent on the employing department certifying that the employee's job performance meets the level of quality and quantity expected by the department considering the employee's experience in the position.

Merit salary adjustments for employees of the University of California and the California State University are determined in accordance with rules established by the regents and the trustees, respectively.

### **Special In-grade Salary Adjustment**

Classes meeting prescribed criteria are eligible for special in-grade salary adjustments; that is, from the first step to the second step of a salary range following completion of six months of qualifying service after appointment, or as otherwise provided by DPA Rule 599.685. These

special adjustments are applicable only to the lower paid positions and certain others where there is difficulty in recruiting and retaining employees.

### **Salary Range Adjustment**

Salary range adjustments for rank and file employees are adopted by the DPA based on a Memorandum of Understanding for each of 21 bargaining units and approval of funding by the Legislature. The Department of Finance certifies the availability of funds prior to DPA entering into a Memorandum of Understanding.

In determining the appropriate salary level for excluded classes, the DPA considers the prevailing rates for comparable service in other public employment and in private business in addition to recruitment and retention needs.

The rates of pay of casually employed trades-workers in state service are established at the hourly wage prevailing in the locality in which the employee is to work. These employees receive all the collateral benefits of premium pay for night work, travel time, overtime pay, hospital, surgical, and medical insurance benefits prevailing in comparable employment within the locality.

Casually employed trades-workers working for the state do not receive the same benefits of vacation, sick leave, and retirement that permanent state employees receive. However, the state does pay into vacation and retirement funds where such benefits prevail in the locality of work.

### **Salary Setting Authority**

Salaries fixed by statute are those established primarily in Government Code Sections 11550 et. seq., adjusted in accordance with the methodology prescribed in Section 11569. Statutory salary provisions for judges, justices, and related classes are included in Government Code Section 68203 and Labor Code Section 112.

Proposition 112, which was approved by the voters in June 1990, established the California Citizens' Compensation Commission. The Commission has the responsibility to establish the annual salary, medical, dental, insurance and similar benefits for the Governor, Lieutenant Governor, Attorney General, Secretary of State, Treasurer, Controller, Superintendent of Public Instruction, Insurance Commissioner, members of the Board of Equalization, and members of the Legislature.

## ABBREVIATIONS USED IN SALARY SCHEDULES

<i>Word</i>	<i>Abbreviation</i>	<i>Word</i>	<i>Abbreviation</i>	<i>Word</i>	<i>Abbreviation</i>
academic.....	acad	electrical.....	elec	operations.....	ops/oper(s)
academic year.....	acad yr	electronic data processing.....	EDP	operator.....	opr
account(s).....	acct(s)	employee and employer.....	emp/emp	organization.....	org
accounting.....	acctg	employment.....	empt	personnel.....	pers
administrative.....	adm	engineer.....	engr	pesticide.....	pest
administration.....	admin	engineering.....	engrng	physical.....	phys
advisor.....	advr	environment.....	envirn	planner.....	plnr
affairs.....	affs	environmental.....	envirntl	planning.....	plan
agricultural.....	agric	equal employment opportunity.....	EEO	power.....	pwr
agriculture.....	agri	equipment.....	equipt	prevention.....	prev
and.....	&	evaluation.....	eval	principal.....	prin
appointment.....	appt	examination.....	exam	processing.....	proc
apprentice.....	appmt	executive.....	exec	production.....	prod
assessment.....	assess	federal.....	fed	professional(s).....	prof(s)
assistant.....	asst	federal fund.....	FF	program(s).....	pgrm/prog(s)
associate.....	assoc	field.....	fld	project.....	proj
attorney.....	atty	general.....	gen	property.....	prop
automotive.....	auto	government.....	gov	psychiatric.....	psych
bilingual—bicultural.....	bi/bi	governmental.....	govtl	public.....	pub
biology.....	biol	handicap.....	hdcp	recreation.....	recr
board.....	bd	health.....	hlth	record(s).....	recd(s)
branch.....	br/brch	high occupancy vehicle.....	HOV	registration.....	regis
building.....	bdg	highway.....	hwy	regulatory.....	reg
bureau.....	bur	hospital.....	hosp	rehabilitation.....	rehab
business.....	bus	hydraulic.....	hyd	reimbursement.....	reimb
Dept of Transportation.....	Caltrans	hydroelectric.....	hyd	representative.....	rep
captain.....	capt	identification.....	id	reproduction.....	reprod
career executive appointment.....	CEA	information.....	info	residential.....	res
center.....	cntr/ctr	inheritance.....	inh	retirement.....	ret
certification.....	cert	inspector.....	insp	river.....	rvr
chemistry.....	chem	institutional.....	instl	secretary.....	secty
clerk.....	clk	instruction.....	inst	section.....	sec/sect
compensation.....	comp	instructional.....	instl	senior.....	sr
conservation.....	cons	insurance.....	ins	sergeant.....	sgt
construction.....	constr	intergovernmental.....	intergovtl	service(s).....	svc(s)
control.....	cntrl	intermediate.....	inter	social.....	soc
coordinator.....	coord	international.....	intntl	southern.....	so
corporate.....	corp	junior.....	jr	specialist.....	spec
corrections.....	corrs	laboratory.....	lab	standards.....	stds
correctional.....	corr	leadership.....	ldrshp	statistics.....	stat
county.....	co	legislative.....	legis	stenographer.....	steno
criminal.....	crim	level of care.....	LOC	subdivision.....	sub
curriculum.....	curr/curric	licensing.....	lic	superintendent.....	supt
data processing.....	DP	lieutenant.....	lieut	supervising.....	supvng
department.....	dept	machine.....	mach	supervisor.....	supvr
departmental.....	deptl	maintenance.....	maint	supervisory.....	supvrl
deputy.....	dep	management.....	mgt/mgmt	supervisory.....	supvry
determination(s).....	determ(s)	manager.....	mgr	system(s).....	sys(s)
development.....	dev/developmt	managerial.....	mgrl	technical.....	tech
developmental.....	develmtl	mechanical.....	mech	technician.....	techn
disability.....	dis	medical.....	med	technology.....	tech
dispatch.....	disp	member.....	mbr	telecommunication.....	telecomm
district.....	dist	month.....	mo	television.....	TV
division.....	div	mountain.....	mt	training.....	trng
drafting.....	drftg	nonsupervisory.....	nonsupvry	transportation.....	transp
duplicating.....	dup	occupational.....	occ	veterinary.....	vet
economic.....	econ	office.....	ofc	vice president.....	VP
education.....	ed/educ	officer.....	off/ofcr	vocational.....	voc