

## INTRODUCTION

# Salaries and Wages Information

Presented in this document is the complete and detailed data on the actual or approved staffing level for each state department based on current authorized spending authority. The information is reported on an actual basis for fiscal year 2015-16, and on an authorized basis for fiscal years 2016-17 and 2017-18. A more thorough explanation of the content and interpretation of this supplement follows.

In addition to the detail included in the Salaries and Wages, the Governor's Budget includes a summary of proposed Changes in Authorized positions. This schedule reflects staffing changes made after the adoption of the current year budget and enacted legislation, and documents changes in positions due to various reasons. Some examples are: transfers, positions established, and selected reclassifications, as well as proposed new positions included in Budget Change Proposals for the current or budget year. (State Administrative Manual section 6406).

### **Position Titles**

In this document, positions included in state civil service have been listed by the official job classification 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 past year, positions represent the actual number of filled, full-time, full-year equivalents for that fiscal year. For current year, authorized positions include all regular ongoing positions authorized when the budget was enacted for that year, and positions authorized in enacted legislation. For budget year, the number of authorized positions is the same as the current year, except for adjustments for any positions that have been removed due to expiring positions. (Government Code section 19818; State Administrative Manual section 6406).

### **Budget Position Transparency**

Pursuant to Control Section 4.11, every other year Finance is to calculate the number of departmental positions and associated funding that has been used to fund other operational needs of the department. Budget Position Transparency is the adjustment to Baseline Positions to display the true operational needs of each department. This process was performed for the 2016-17 Governor's Budget and will be calculated again for the 2018-19 Governor's Budget.

### **Expenditures**

For fiscal year 2015-16, actual salary expenditures are reported. The salary ranges reported are those that were generally in effect on June 30, 2016. Salaries are estimated on the basis of continuous, 100 percent occupancy of all authorized positions. Filled positions also include the estimated cost of merit salary adjustments, where applicable. Vacant positions are calculated at the bottom step of the salary range.

**Number of Positions**

For fiscal year 2015-16, the number of positions represents actual filled, full-time, full-year equivalents counted to the nearest tenth.

Positions for 2016-17 and 2017-18 are counted to the nearest tenth and are expressed in terms of full-time, full-year equivalents.

**Salary Range**

Rates of pay represent salary ranges established by the Department of Human Resources (CalHR), 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 Chairperson 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 job classification 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 classification. 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 classification. These "alternate ranges" and "pay differentials" and the criteria for their application are established by CalHR and/or the State Personnel Board. For classifications that have alternate ranges, salaries in this supplement show the minimum step of the lowest range and the maximum step of the highest range. For classifications 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 classification. It is provided only to employees of the classification who meet the specified pay differential criteria.

Under the pay plan adopted by CalHR, 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. For employees compensated on a daily or hourly basis, it 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.

The following describes certain salary adjustments and authority for setting salary for state employees:

**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**

Classifications 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 CalHR Rule 599.685.

### **Salary Range Adjustment**

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

In determining the appropriate salary level for excluded classifications, CalHR 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 Government Code 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.

Proposition 1F, approved by the voters in May 2009, prevents the Commission from increasing elected officials' salaries during budget deficit years.

## ABBREVIATIONS USED IN SALARY SCHEDULES

<i>Word</i>	<i>Abbreviation</i>	<i>Word</i>	<i>Abbreviation</i>	<i>Word</i>	<i>Abbreviation</i>
academic .....	aad	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 .....	engng	physical .....	phys
advisor .....	advr	environment .....	envim	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 .....	apprnt	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 .....	constrn	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 .....	supvry
deputy .....	dep	management .....	mgt/mgmt	system(s) .....	sys(s)
determination(s) .....	determ(s)	manager .....	mgr	technical .....	tech
development .....	dev/develmt	managerial .....	mgrl	technician .....	techn
developmental .....	develmtl	mechanical .....	mech	technology .....	tech
disability .....	dis	medical .....	med	telecommunication .....	telecomm
dispatch .....	disp	member .....	mbr	television .....	TV
district .....	dist	month .....	mo	training .....	trng
division .....	div	mountain .....	mt	transportation .....	transp
drafting .....	drftg	nonsupervisory .....	nonsupvry	veterinary .....	vet
duplicating .....	dup	occupational .....	occ	vice president .....	VP
economic .....	econ	office .....	ofc	vocational .....	voc
education .....	ed/educ	officer .....	off/ofcr		