8380 Department of Personnel Administration

The Department of Personnel Administration (DPA) is the Governor's chief personnel policy advisor. The DPA represents the Governor as the "employer" in all matters concerning state employer-employee relations. DPA is responsible for all issues related to salaries, benefits, and position classification. For rank and file employees, these matters are determined through the collective bargaining process and for excluded employees, through a meet and confer process. Specifically DPA:

- Represents the Governor in negotiations with employee labor organizations regarding terms and conditions of employment.
- Sets the terms and conditions of employment for employees excluded from collective bargaining (managers, supervisors, and confidential employees).
- Manages salaries, benefits, classifications, and administers all aspects of the terms and conditions of employment for state employees except for merit-related matters (hiring, promoting, and disciplining state employees).
- Administers the tax-deferred savings program for state employees.

3-YR EXPENDITURES AND PERSONNEL YEARS (Summary of Program Requirements)

		Personnel Years Expenditures		Personnel Years Expenditures		ears Exper		
		2008-09	2009-10	2010-11	2008-09*	2009-10*	2010-11*	
10	Classification and Compensation	34.5	-	-	\$3,816	\$-	\$-	
15	HR Modernization Project	16.9	-	-	4,098	-	-	
20	Labor Relations	24.4	-	-	3,456	-	-	
25	Legal Services	47.1	-	-	7,090	-	-	
30	Personnel Management	-	139.0	133.3	-	22,269	22,247	
40.01	Administration	38.0	39.0	39.0	-	4,416	-	
40.02	Distributed Administration	-	-	-	-	-4,416	-	
54	Benefits Administration	56.7	68.8	68.8	45,115	36,195	28,189	
99	Unclassified (Benefit Payments)				22,226	27,719	36,503	
TOTA	LS, POSITIONS AND EXPENDITURES (All Programs)	217.6	246.8	241.1	\$85,801	\$86,183	\$86,939	
FUND	ING				2008-09*	2009-10*	2010-11*	
0001	General Fund				\$22,177	\$9,748	\$10,268	
0367	Indian Gaming Special Distribution Fund				85	176	=	
0494	Other - Unallocated Special Funds				803	1,574	=	
0797	Unallocated Bond Funds - Select				175	342	-	
0821	Flexelect Benefit Fund				21,047	27,570	27,595	
0915	Deferred Compensation Plan Fund				11,369	14,752	15,151	
0988	Other - Unallocated Non-Governmental Cost Funds				482	945	-	
0995	Reimbursements				17,412	18,460	18,078	
8008	State Employees' Pretax Parking Fund				1,662	1,400	1,400	
8049	Vision Care Program for State Annuitants Fund				7,241	7,900	8,784	
9740	Central Service Cost Recovery Fund				3,348	3,316	5,663	
TOTA	LS, EXPENDITURES, ALL FUNDS				\$85,801	\$86,183	\$86,939	

Note that the expenditures for funds 0821 and 8008 include unclassified expenditures for benefit payments, which are detailed in the Detail of Appropriations and Adjustments.

LEGAL CITATIONS AND AUTHORITY

DEPARTMENT AUTHORITY

Government Code, Title 1, Division 1, Chapters 10.3 and 10.5; Government Code, Title 2, Division 5, Part 2.6; and California Code of Regulations, Title 2, Division 1, Chapter 3.

DETAILED BUDGET ADJUSTMENTS

^{*} Dollars in thousands, except in Salary Range.

GG 2 GENERAL GOVERNMENT

8380 Department of Personnel Administration - Continued

	2009-10*		2010-11*			
	General Fund	Other Funds	Personnel Years	General Fund	Other Funds	Personnel Years
Workload Budget Adjustments						
Other Workload Budget Adjustments						
Retirement Rate Adjustments	\$13	\$35	-	\$13	\$35	-
Vision Care Fund for State Annuitants	-	-884	-	-	884	-
Position Reconciliation	-	-	-	-	-	-15.2
PPO Rebate	-9	-10	-	-	-	-
Employee Compensation Adjustments	-649	-2,026	-	-	-2	-
FI\$Cal Adjustments	-	-	-	-	-1,046	-10.2
Miscellaneous Baseline and Policy Adjustments	-136	-	-	-274	-2,606	
Totals, Other Workload Budget Adjustments	-\$781	-\$2,885	-	-\$261	-\$2,735	-25.4
Totals, Workload Budget Adjustments	-\$781	-\$2,885	-	-\$261	-\$2,735	-25.4
Totals, Budget Adjustments	-\$781	-\$2,885	-	-\$261	-\$2,735	-25.4

PROGRAM DESCRIPTIONS (Program Objectives Statement)

30 - PERSONNEL MANAGEMENT

This program, beginning in 2009-10, consolidates Programs 10, 15, 20, and 25. The program objectives of Program 30 incorporate the prior program objectives including: (1) provide human resource services, including the development of policy relative to classification and compensation standards; consultation to departments and agencies on position allocation and effective personnel management practices; the development and implementation of innovative personnel management concepts designed to address workforce challenges including workforce planning, succession planning, pay incentive programs, and a reduced workforce; (2) partner with the State Personnel Board to modernize California State Government's human resources system, streamline hiring, modify the state's vast classification system, and design a performance management structure based on competencies; (3) represent the Governor through the collective bargaining process and presents the state's management position in negotiations with the exclusive representatives (typically unions) of the 21 bargaining units, set pay and benefits of employees excluded from the collective bargaining process including supervisors, managers, executives and confidential employees, provide cost estimates for collective bargaining proposals and (4) represent the state in all labor relations matters, and agencies in personnel and discipline matters, wage and hour claims, and employment law matters.

The Personnel Management Division main objectives:

- the development of policy relative to classification and compensation standards; consulting with departments and
 agencies on position allocation and effective personnel management practices; the development and implementation of
 innovative personnel management concepts designed to address workforce challenges including workforce planning,
 succession planning, pay incentive programs, and a reduced workforce;
- through the Human Resources Modernization Project (HR Mod), and together with the State Personnel Board, work to modernize the states' human resources system, streamline hiring, modify the state's vast classification system, and design a performance management structure based on competencies;
- represents the Governor through the collective bargaining process and presents the state's management position in negotiations with the exclusive representatives (typically unions) of the 21 bargaining units, set pay and benefits for employees excluded from the collective bargaining process including supervisors, managers, executives and confidential employees, and
- represents the state, and agencies, in all labor relations matters, personnel and discipline matters, wage and hour claims, and employment law matters.

40 - ADMINISTRATION

The Executive Office provides strategic planning and direction for the Department as well as advice to the Governor's Office on all matters involving employer-employee relations. The Administration Program also provides staff support and service to the Department's line programs including fiscal, personnel, contract, procurement, information technology, and telecommunications services.

54 - BENEFITS

The Benefits Division designs, acquires and administers a comprehensive employee benefit package designed to assist the state in attracting and retaining a qualified and diversified workforce. Benefits include health, dental, vision, employee assistance, life insurance, long-term disability insurance, and legal services. The Benefits Division also manages the master service agreement with the State Compensation Insurance Fund to provide for the state's workers' compensation program.

^{*} Dollars in thousands, except in Salary Range.

8380 Department of Personnel Administration - Continued

The Savings Plus Program administers a tax-deferred savings program for all state employees to supplement retirement through various retirement programs.

DET	AILED EXPENDITURES BY PROGRAM (Program Budget Detail)	2008-09*	2009-10*	2010-11*
	PROGRAM REQUIREMENTS			
10	CLASSIFICATION AND COMPENSATION			
	State Operations:			
0001	General Fund	\$1,327	\$-	\$-
995	Reimbursements	1,081	-	
740	Central Services Cost Recovery Fund	1,408	<u>-</u>	
	Totals, State Operations	\$3,816	\$-	\$
	PROGRAM REQUIREMENTS			
5	HR MODERNIZATION PROJECT			
	State Operations:			
0001	General Fund	\$2,638	\$-	\$-
)494	Other - Unallocated Special Funds	803	-	
0797	Unallocated Bond Funds - Select	175	-	-
988	Other - Various Unallocated Non-Governmental Cost	482	-	-
	Funds			
	Totals, State Operations	\$4,098	\$-	\$-
	PROGRAM REQUIREMENTS			
20	LABOR RELATIONS			
	State Operations:		_	_
0001	General Fund	\$1,434	\$-	\$-
367	Indian Gaming Special Distribution Fund	85	=	•
0995	Reimbursements	741	=	•
9740	Central Services Cost Recovery Fund	1,196		
	Totals, State Operations	\$3,456	\$-	\$-
ne.	PROGRAM REQUIREMENTS LEGAL SERVICES			
25	State Operations:			
0001	General Fund	\$259	\$-	\$-
0995	Reimbursements	6,287	φ-	φ-
9740	Central Services Cost Recovery Fund	544	-	-
3740	Totals, State Operations	\$7,090		\$.
	PROGRAM REQUIREMENTS	Ψ1,030	Ψ	Ψ-
30	PERSONNEL MANAGEMENT			
	State Operations:			
0001	General Fund	\$-	\$8,066	\$9,579
367	Indian Gaming Special Distribution Fund	· -	176	
)494	Other - Unallocated Special Funds	-	1,574	
797	Unallocated Bond Funds - Select	-	342	
915	Deferred Compensation Plan Fund	-	139	139
988	Other - Various Unallocated Non-Governmental Cost	-	945	
	Funds			
995	Reimbursements	-	8,035	7,118
9740	Central Services Cost Recovery Fund	_	2,992	5,411
	Totals, State Operations	\$-	\$22,269	\$22,247
	ELEMENT REQUIREMENTS			

^{*} Dollars in thousands, except in Salary Range.

GG 4 GENERAL GOVERNMENT

8380 Department of Personnel Administration - Continued

		2008-09*	2009-10*	2010-11*
30.01	Personnel Management	\$-	\$16,779	\$16,534
	State Operations:			
0001	General Fund	-	5,437	6,842
0367	Indian Gaming Special Distribution Fund	-	176	-
0915	Deferred Compensation Plan Fund	-	139	139
0995	Reimbursements	-	8,035	7,118
9740	Central Services Cost Recovery Fund	-	2,992	2,435
30.02	HR Modernization	\$-	\$5,490	\$5,713
	State Operations			
0001	General Fund	-	2,629	2,737
0494	Other - Unallocated Special Funds	-	1,574	-
0797	Unallocated Bond Funds - Select	-	342	-
0988	Other - Various Unallocated Non-Governmental Cost Funds	-	945	-
9740	Central Services Cost Recovery Fund	-	-	2,976
	PROGRAM REQUIREMENTS			
54	BENEFITS ADMINISTRATION			
	State Operations:			
0001	General Fund	\$16,519	\$1,682	\$689
0821	Flexelect Benefit Fund	483	1,251	1,276
0915	Deferred Compensation Plan Fund	11,369	14,613	15,012
0995	Reimbursements	9,303	10,425	10,960
8049	Vision Care Program for State Annuitants Fund	7,241	7,900	-
9740	Central Services Cost Recovery Fund	200	324	252
	Totals, State Operations	\$45,115	\$36,195	\$28,189
	PROGRAM REQUIREMENTS			
99	BENEFIT PAYMENTS			
	Unclassified:			
0821	Flexelect Benefit Fund	\$20,564	\$26,319	\$26,319
8008	State Employees' Pretax Parking Fund	1,662	1,400	1,400
8049	Vision Care Program for State Annuitants Fund	<u>-</u>		8,784
	Totals, Unclassified	\$22,226	\$27,719	\$36,503
	TOTALS, EXPENDITURES			
	State Operations	63,575	58,464	50,436
	Unclassified	22,226	27,719	36,503
	Totals, Expenditures	\$85,801	\$86,183	\$86,939

EXPENDITURES BY CATEGORY (Summary By Object)

1 State Operations	Positions/Personnel Years Expenditure			Positions		Positions/Personnel Years Expenditu		Expenditures	
·	2008-09	2009-10	2010-11	2008-09*	2009-10*	2010-11*			
PERSONAL SERVICES									
Authorized Positions (Equals Sch. 7A)	217.6	259.8	253.8	\$13,994	\$15,136	\$17,456			
Estimated Salary Savings		-13.0	-12.7	<u> </u>	-840	-847			
Net Totals, Salaries and Wages	217.6	246.8	241.1	\$13,994	\$14,296	\$16,609			
Staff Benefits				4,991	5,903	6,808			
Totals, Personal Services	217.6	246.8	241.1	\$18,985	\$20,199	\$23,417			
OPERATING EXPENSES AND EQUIPMENT				\$20,729	\$29,101	\$27,019			
SPECIAL ITEMS OF EXPENSE									

^{*} Dollars in thousands, except in Salary Range.

8380 Department of Personnel Administration - Continued

1 State Operations	Positions/Personnel Years					
	2008-09	2009-10	2010-11	2008-09*	2009-10*	2010-11*
Rural Health Care Equity Program (Actives)				\$16,535	\$1,088	\$-
Indian Gaming Special Distribution Fund				85	176	=
Vision Care Fund				7,241	7,900	<u>-</u>
Totals, Special Items of Expense				\$23,861	\$9,164	\$-
TOTALS, POSITIONS AND EXPENDITURES, ALL FUNDS				\$63,575	\$58,464	\$50,436
(State Operations)						

4 Unclassified	Expenditures		
	2008-09*	2009-10*	2010-11*
Flexelect Benefit Fund	\$20,564	\$26,319	\$26,319
State Employees' Pretax Parking Fund	1,662	1,400	1,400
Vision Care Fund	<u>-</u>	<u>-</u> .	8,784
TOTALS, EXPENDITURES, ALL FUNDS (Unclassified)	\$22,226	\$27,719	\$36,503

DETAIL OF APPROPRIATIONS AND ADJUSTMENTS (Reconciliation with Appropriations)

1 STATE OPERATIONS	2008-09*	2009-10*	2010-11*
0001 General Fund			
APPROPRIATIONS			
001 Budget Act appropriation as amended by Chapter 269, Statutes of 2008	\$6,285	-	-
Allocation for employee compensation	8	-	-
Adjustment per Section 3.60	-4	-	-
Reduction per Section 3.90	-41	-	-
001 Budget Act appropriation as amended by Chapter 1, Statutes of 2009, Fourth Extraordinary Session	-	\$6,645	-
Adjustment per Section 3.60	-	9	-
Reduction per Section 3.90	-	-541	-
Adjustment per Section 4.04	-	-73	-
Adjustment per Section 3.55	=	-9	-
001 Budget Act appropriation	=	-	\$7,531
002 Budget Act appropriation	2,739	2,796	2,737
Allocation for employee compensation	1	-	-
Adjustment per Section 3.60	-1	4	-
Reduction per Section 3.90	-18	-108	-
Adjustment per Section 4.04	=	-63	-
004 Budget Act appropriation	15,734	-	-
004 Budget Act appropriation as amended by Chapter 1, Statutes of 2009, Fourth Extraordinary Session	-	1,088	-
Prior year balances available:			
Item 8380-004-0001, Budget Act of 2004	392	-	-
Item 8380-004-0001, Budget Act of 2005	1,321	-	-
Item 8380-004-0001, Budget Act of 2006	801	-	-
Item 8380-004-0001, Budget Act of 2007	16		
Totals Available	\$27,233	\$9,748	\$10,268
Unexpended balance, estimated savings	-5,056		
TOTALS, EXPENDITURES	\$22,177	\$9,748	\$10,268
0367 Indian Gaming Special Distribution Fund			

0367 Indian Gaming Special Distribution Fund

APPROPRIATIONS

^{*} Dollars in thousands, except in Salary Range.

GG 6 GENERAL GOVERNMENT

8380 Department of Personnel Administration - Continued

1 STATE OPERATIONS	2008-09*	2009-10*	2010-11*
Prior year balances available: Item 8380-001-0367, Budget Act of 2000, as reappropriated by Item 8380-490, Budget Acts of	\$261	\$176	-
2001, 2002, 2003, 2004, 2005, 2006, 2008, and 2009			
Totals Available	\$261	\$176	\$-
Balance available in subsequent years	<u>-176</u>		
TOTALS, EXPENDITURES	\$85	\$176	\$-
0494 Other - Unallocated Special Funds			
APPROPRIATIONS	#4.004	#4.007	
002 Budget Act appropriation	\$1,604	\$1,637	-
Reduction per Section 3.90	-11	-63	
Totals Available	\$1,593	\$1,574	\$-
Unexpended balance, estimated savings	<u>-790</u>	<u>-</u>	
TOTALS, EXPENDITURES	\$803	\$1,574	\$-
0797 Unallocated Bond Funds - Select			
APPROPRIATIONS 002 Budget Act appropriation	\$349	\$356	
	·	·	-
Reduction per Section 3.90	<u>-2</u>	<u>-14</u>	
Totals Available	\$347	\$342	\$-
Unexpended balance, estimated savings	-172		
TOTALS, EXPENDITURES	\$175	\$342	\$-
0821 Flexelect Benefit Fund			
APPROPRIATIONS 001 Budget Act appropriation	\$1,183	\$1,266	\$1,276
Allocation for employee compensation	ψ1,103	Ψ1,200	Ψ1,270
Reduction per Section 3.90		15	
·	<u>-8</u>	<u>-15</u>	
Totals Available	\$1,176	\$1,251	\$1,276
Unexpended balance, estimated savings	<u>-693</u>		
TOTALS, EXPENDITURES	\$483	\$1,251	\$1,276
0915 Deferred Compensation Plan Fund APPROPRIATIONS			
001 Budget Act appropriation	\$13,837	\$15,144	\$15,151
Allocation for employee compensation	4	Ψ.Ο,	Ψ10,101
Adjustment per Section 3.60	-1	8	_
Reduction per Section 3.90	-92	-400	
Totals Available	\$13,748	\$14,752	\$15,151
		φ14,132	\$13,131
Unexpended balance, estimated savings	-2,379		
TOTALS, EXPENDITURES	\$11,369	\$14,752	\$15,151
0988 Other - Unallocated Non-Governmental Cost Funds APPROPRIATIONS			
002 Budget Act appropriation	\$962	\$983	_
Reduction per Section 3.90	-6	-38	_
Totals Available	<u>\$956</u>	\$945	
Unexpended balance, estimated savings	-474	40.0	· ·
TOTALS, EXPENDITURES	\$482	\$945	
0995 Reimbursements	ψ 4 02	Ψ343	Ψ-
APPROPRIATIONS			
Reimbursements	\$17,412	\$18,460	\$18,078
8049 Vision Care Program for State Annuitants Fund	. , -	. ,	. ,
APPROPRIATIONS			
001 Budget Act appropriation	\$6,500	\$8,784	-

^{*} Dollars in thousands, except in Salary Range.

8380 Department of Personnel Administration - Continued

1 STATE OPERATIONS	2008-09*	2009-10*	2010-11*
Allocation for contingencies or emergencies	1,400		
Totals Available	\$7,900	\$8,784	\$-
Unexpended balance, estimated savings	659	884	-
TOTALS, EXPENDITURES	\$7,241	\$7,900	\$-
9740 Central Service Cost Recovery Fund			
APPROPRIATIONS		40.000	^
001 Budget Act appropriation	\$3,695	\$3,632	\$2,687
Allocation for employee compensation	3	-	-
Adjustment per Section 3.60	-	5	-
Reduction per Section 3.90	-24	-321	-
002 Budget Act appropriation		-	2,976
Totals Available	\$3,674	\$3,316	\$5,663
Unexpended balance, estimated savings	-326		
TOTALS, EXPENDITURES	\$3,348	\$3,316	\$5,663
TOTALS, EXPENDITURES, ALL FUNDS (State Operations)	\$63,575	\$58,464	\$50,436
4 UNCLASSIFIED	2008-09*	2009-10*	2010-11*
0821 Flexelect Benefit Fund			
APPROPRIATIONS			
Government Code Sec 1156 (claims paid)	\$20,564	\$26,319	\$26,319
TOTALS, EXPENDITURES	\$20,564	\$26,319	\$26,319
8008 State Employees' Pretax Parking Fund			
APPROPRIATIONS			
Government Code Section 1156.1	\$1,662	\$1,400	\$1,400
TOTALS, EXPENDITURES	\$1,662	\$1,400	\$1,400
8049 Vision Care Program for State Annuitants Fund			
APPROPRIATIONS			
Government Code Section 22959.6			\$8,784
TOTALS, EXPENDITURES	\$-	\$-	\$8,784
TOTALS, EXPENDITURES, ALL FUNDS (Unclassified)	\$22,226	\$27,719	\$36,503
TOTALS, EXPENDITURES, ALL FUNDS (State Operations and Unclassified)	\$85,801	\$86,183	\$86,939
FUND CONDITION STATEMENTS	2008-09*	2009-10*	2010-11*
	2000-09	2003-10	2010-11
0821 Flexelect Benefit Fund ^N	^		
BEGINNING BALANCE	\$8,908	\$9,916	\$16,577
Prior year adjustments	1,773		<u> </u>
Adjusted Beginning Balance	\$10,681	\$9,916	\$16,577
REVENUES, TRANSFERS, AND OTHER ADJUSTMENTS			
Revenues:	205	0.47	0.50
250300 Surplus Money Investments (DPA)	235	247	259
216100 Fees and Licenses (Administrative Fees)	802	842	884
261900 Escheat of Unclaimed Checks	14	-	-
221100 Other:	44.005	47.004	40.4=0
Employee Contributions - Health Care	11,205	17,291	18,156
Employee Contributions - Dependent Care	8,023	15,851	16,643
217600 Fines and Penalties External: Private Sector	3	- -	-
	MAG 000	ተ ባፈ ባባፈ	MOT 040
Total Revenues, Transfers, and Other Adjustments	\$20,282	\$34,231	\$35,942

^{*} Dollars in thousands, except in Salary Range.

GG 8 GENERAL GOVERNMENT

8380 Department of Personnel Administration - Continued

	2008-09*	2009-10*	2010-11*
EXPENDITURES AND EXPENDITURE ADJUSTMENTS			
Expenditures:			
8380 Department of Personnel Administration			
State Operations	483	1,251	1,276
Unclassified	20,564	26,319	26,319
8880 Financial Information System for California (State Operations)	_		1
Total Expenditures and Expenditure Adjustments	\$21,047	\$27,570	\$27,596
FUND BALANCE	\$9,916	\$16,577	\$24,923
0915 Deferred Compensation Plan Fund ^N			
BEGINNING BALANCE	\$6,948,051	\$6,186,631	\$5,485,302
Prior year adjustments	-1,762	<u>-</u>	<u>-</u>
Adjusted Beginning Balance	\$6,946,289	\$6,186,631	\$5,485,302
REVENUES, TRANSFERS, AND OTHER ADJUSTMENTS			
Revenues:			
215600 Interest on Investments (Participants)	-976,154	-927,346	-880,979
221100 Other (Employee Contributions)	523,805	536,900	550,323
250300 Surplus Money Investments (DPA)	307	315	323
299900 Fees and Licenses (Administrative Fees)	10,699	10,500	10,500
Total Revenues, Transfers, and Other Adjustments	-\$441,343	-\$379,631	-\$319,833
Total Resources	\$6,504,946	\$5,807,000	\$5,165,469
EXPENDITURES AND EXPENDITURE ADJUSTMENTS			
Expenditures:			
0840 State Controller (State Operations)	4	4	10
8380 Department of Personnel Administration (State Operations)	11,369	14,752	15,151
Other Disbursements:			
Payments to Participants	306,942	306,942	306,942
Total Expenditures and Expenditure Adjustments	\$318,315	\$321,698	\$322,103
FUND BALANCE	\$6,186,631	\$5,485,302	\$4,843,366
8049 Vision Care Program for State Annuitants Fund ^N			
BEGINNING BALANCE	\$135	\$328	\$720
Prior year adjustments	14	<u> </u>	<u>-</u>
Adjusted Beginning Balance	\$121	\$328	\$720
REVENUES, TRANSFERS, AND OTHER ADJUSTMENTS			
Revenues:			
215600 Interest on Investments			
216100 Fees & Licenses (Administrative Fees)	282	296	311
221100 Other (Retired Annuitant Contributions)	7,151	7,980	8,379
250300 Income from Surplus Investments	15	16	17
Total Revenues, Transfers, and Other Adjustments	\$7,448	\$8,292	\$8,707
Total Resources	\$7,569	\$8,620	\$9,427
EXPENDITURES AND EXPENDITURE ADJUSTMENTS			
Expenditures:			
8380 Department of Personnel Administration	7.044	7,000	
State Operations	7,241	7,900	0.704
Unclassified	<u> </u>	<u>-</u>	8,784
Total Expenditures and Expenditure Adjustments	\$7,241	\$7,900	\$8,784
FUND BALANCE	\$328	\$720	\$643

^{*} Dollars in thousands, except in Salary Range.

^{*} Dollars in thousands, except in Salary Range.