

8380 Department of Personnel Administration

The Department of Personnel Administration (DPA) is the Governor's chief personnel policy advisor. 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. DPA's main objectives are as follows:

- Represent the Governor in collective bargaining with unions representing rank and file state employees.
- Set salaries and benefits for employees excluded from collective bargaining and employees exempted from civil service.
- Manage salaries, benefits, position classification, training and all other aspects of state employment other than those areas assigned to the State Personnel Board under the civil service provisions of Article VII of the California Constitution.
- Serve as the sole fiduciary and administrative body for the Savings Plus Program (defined contribution program for full-time and part-time state employees).
- Provide legal representation to state agencies in labor relations and appeals of disciplinary actions.
- Hold ex-officio membership to the 13-member Board of Administration of the California Public Employees' Retirement System.

3-YR EXPENDITURES AND PERSONNEL YEARS

	Personnel Years			Expenditures		
	2009-10	2010-11	2011-12	2009-10*	2010-11*	2011-12*
30 Personnel Management	111.8	120.1	119.1	\$16,224	\$21,716	\$21,828
40.01 Administration	38.2	37.1	37.1	3,847	4,101	4,289
40.02 Distributed Administration	-	-	-	-3,847	-4,101	-4,289
54 Benefits Administration	55.8	65.7	65.7	30,380	27,512	28,025
99 Unclassified (Benefit Payments)	-	-	-	23,178	36,503	36,503
TOTALS, POSITIONS AND EXPENDITURES (All Programs)	205.8	222.9	221.9	\$69,782	\$85,731	\$86,356
FUNDING				2009-10*	2010-11*	2011-12*
0001 General Fund				\$3,750	\$9,730	\$9,331
0367 Indian Gaming Special Distribution Fund				165	-	-
0494 Other - Unallocated Special Funds				463	-	-
0797 Unallocated Bond Funds - Select				99	-	-
0821 Flexelect Benefit Fund				22,451	27,554	27,699
0915 Deferred Compensation Plan Fund				11,422	14,886	15,028
0988 Other - Unallocated Non-Governmental Cost Funds				278	-	-
0995 Reimbursements				17,970	18,001	17,903
8008 State Employees' Pretax Parking Fund				1,556	1,400	1,400
8049 Vision Care Program for State Annuitants Fund				8,468	8,784	8,784
9740 Central Service Cost Recovery Fund				3,160	5,376	6,211
TOTALS, EXPENDITURES, ALL FUNDS				\$69,782	\$85,731	\$86,356

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 4, 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

	2010-11*			2011-12*		
	General Fund	Other Funds	Personnel Years	General Fund	Other Funds	Personnel Years
Workload Budget Adjustments						
Workload Budget Change Proposals						
• 21st Century Project Workload Adjustment	\$-	\$-	-	\$-	\$279	-

* Dollars in thousands, except in Salary Range.

8380 Department of Personnel Administration - Continued

	2010-11*			2011-12*		
	General Fund	Other Funds	Personnel Years	General Fund	Other Funds	Personnel Years
• FI\$Cal Workload Adjustment	-	-	-	-	-113	-1.0
Totals, Workload Budget Change Proposals	\$-	\$-	-	\$-	\$166	-1.0
Other Workload Budget Adjustments						
• Employee Compensation Adjustments	-\$338	-\$1,032	-	-\$66	-\$191	-
• Retirement Rate Adjustment	113	333	-	113	333	-
• Limited Term Positions/Expiring Programs	-	-	-	-	-278	-
• Miscellaneous Adjustments	-	500	-	-672	794	-
• Workforce Cap Adjustment	-312	-748	-10.8	-312	-748	-10.8
Totals, Other Workload Budget Adjustments	-\$537	-\$947	-10.8	-\$937	-\$90	-10.8
Totals, Workload Budget Adjustments	-\$537	-\$947	-10.8	-\$937	\$76	-11.8
Totals, Budget Adjustments	-\$537	-\$947	-10.8	-\$937	\$76	-11.8

PROGRAM DESCRIPTIONS

30 - PERSONNEL MANAGEMENT

The Division's main objectives are as follows:

- Provide human resource services, including the development of policy relative to classification and compensation standards; consultation 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), in partnership with the State Personnel Board, work to revise, update, and streamline the state's human resources system, which includes streamlining the hiring process, modifying the vast position classification system, and designing a competencies-based performance management structure.
- Represent the Governor as the "employer" in contract negotiations with the state's 21 bargaining units and set pay and benefits for employees excluded from the collective bargaining process including supervisors, managers, executives, and confidential employees.
- Represent the Governor, and state agencies and departments, in all matters pertaining to labor relations, personnel and discipline, wage and hour claims, and employment law.

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 Administrative Services Division provides internal support and service to the Department's line programs including fiscal, human resources, 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 Division also manages the master service agreement with the State Compensation Insurance Fund to provide for the state's workers' compensation program. The Savings Plus Program administers a tax-deferred savings program for all state employees to supplement retirement through various retirement programs.

DETAILED EXPENDITURES BY PROGRAM

		2009-10*	2010-11*	2011-12*
PROGRAM REQUIREMENTS				
30	PERSONNEL MANAGEMENT			
	State Operations:			
0001	General Fund	\$2,498	\$9,105	\$8,722
0367	Indian Gaming Special Distribution Fund	165	-	-
0494	Other - Unallocated Special Funds	463	-	-

* Dollars in thousands, except in Salary Range.

8380 Department of Personnel Administration - Continued

	2009-10*	2010-11*	2011-12*
0797 Unallocated Bond Funds - Select	99	-	-
0915 Deferred Compensation Plan Fund	-	139	139
0988 Other - Various Unallocated Non-Governmental Cost Funds	278	-	-
0995 Reimbursements	9,835	7,335	7,029
9740 Central Services Cost Recovery Fund	2,886	5,137	5,938
Totals, State Operations	\$16,224	\$21,716	\$21,828
ELEMENT REQUIREMENTS			
30.01 Personnel Management	\$14,350	\$16,168	\$16,191
State Operations:			
0001 General Fund	1,464	6,447	6,372
0367 Indian Gaming Special Distribution Fund	165	-	-
0915 Deferred Compensation Plan Fund	-	139	139
0995 Reimbursements	9,835	7,335	7,029
9740 Central Services Cost Recovery Fund	2,886	2,247	2,651
30.02 HR Modernization	\$1,874	\$5,548	\$5,637
State Operations			
0001 General Fund	1,034	2,658	2,350
0494 Other - Unallocated Special Funds	463	-	-
0797 Unallocated Bond Funds - Select	99	-	-
0988 Other - Various Unallocated Non-Governmental Cost Funds	278	-	-
9740 Central Services Cost Recovery Fund	-	2,890	3,287
PROGRAM REQUIREMENTS			
54 BENEFITS ADMINISTRATION			
State Operations:			
0001 General Fund	\$1,252	\$625	\$609
0821 Flexelect Benefit Fund	829	1,235	1,380
0915 Deferred Compensation Plan Fund	11,422	14,747	14,889
0995 Reimbursements	8,135	10,666	10,874
8049 Vision Care Program for State Annuitants Fund	8,468	-	-
9740 Central Services Cost Recovery Fund	274	239	273
Totals, State Operations	\$30,380	\$27,512	\$28,025
PROGRAM REQUIREMENTS			
99 BENEFIT PAYMENTS			
Unclassified:			
0821 Flexelect Benefit Fund	\$21,622	\$26,319	\$26,319
8008 State Employees' Pretax Parking Fund	1,556	1,400	1,400
8049 Vision Care Program for State Annuitants Fund	-	8,784	8,784
Totals, Unclassified	\$23,178	\$36,503	\$36,503
TOTALS, EXPENDITURES			
State Operations	46,604	49,228	49,853
Unclassified	23,178	36,503	36,503
Totals, Expenditures	\$69,782	\$85,731	\$86,356

EXPENDITURES BY CATEGORY

* Dollars in thousands, except in Salary Range.

8380 Department of Personnel Administration - Continued

1 State Operations	Positions/Personnel Years			Expenditures		
	2009-10	2010-11	2011-12	2009-10*	2010-11*	2011-12*
PERSONAL SERVICES						
Authorized Positions (Equals Sch. 7A)	205.8	246.0	246.0	\$12,886	\$16,862	\$17,160
Total Adjustment	-	-	-1.0	-	-1,050	-84
Estimated Salary Savings	-	-23.1	-23.1	-	-1,610	-1,625
Net Totals, Salaries and Wages	205.8	222.9	221.9	\$12,886	\$14,202	\$15,451
Staff Benefits	-	-	-	4,940	6,160	6,289
Totals, Personal Services	205.8	222.9	221.9	\$17,826	\$20,362	\$21,740
OPERATING EXPENSES AND EQUIPMENT				\$19,076	\$28,866	\$28,113
SPECIAL ITEMS OF EXPENSE						
Rural Health Care Equity Program (Actives)				\$1,069	\$-	\$-
Indian Gaming Special Distribution Fund				165	-	-
Vision Care Fund				8,468	-	-
Totals, Special Items of Expense				\$9,702	\$-	\$-
TOTALS, POSITIONS AND EXPENDITURES, ALL FUNDS (State Operations)				\$46,604	\$49,228	\$49,853

4 Unclassified

	Expenditures		
	2009-10*	2010-11*	2011-12*
Flexelect Benefit Fund	\$21,622	\$26,319	\$26,319
State Employees' Pretax Parking Fund	1,556	1,400	1,400
Vision Care Fund	-	8,784	8,784
TOTALS, EXPENDITURES, ALL FUNDS (Unclassified)	\$23,178	\$36,503	\$36,503

DETAIL OF APPROPRIATIONS AND ADJUSTMENTS

1 STATE OPERATIONS	2009-10*	2010-11*	2011-12*
0001 General Fund			
APPROPRIATIONS			
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	-	-
Reduction per Section 15.30	-2	-	-
Adjustment per Section 3.55	-9	-	-
001 Budget Act appropriation	-	\$7,531	\$6,981
Allocation for employee compensation	-	21	-
Adjustment per Section 3.60	-	97	-
Reduction per Section 3.90	-	-270	-
Reduction per Control Section 3.91	-	-307	-
002 Budget Act appropriation	2,796	2,737	2,350
Allocation for employee compensation	-	3	-
Adjustment per Section 3.60	4	17	-
Reduction per Section 3.90	-108	-42	-
Adjustment per Section 4.04	-63	-	-
Reduction per Section 15.30	-1	-	-
Reduction per Control Section 3.91	-	-57	-

* Dollars in thousands, except in Salary Range.

8380 Department of Personnel Administration - Continued

1 STATE OPERATIONS	2009-10*	2010-11*	2011-12*
004 Budget Act appropriation as amended by Chapter 1, Statutes of 2009, Fourth Extraordinary Session	1,088	-	-
Totals Available	\$9,745	\$9,730	\$9,331
Unexpended balance, estimated savings	-5,995	-	-
TOTALS, EXPENDITURES	\$3,750	\$9,730	\$9,331
0367 Indian Gaming Special Distribution Fund			
APPROPRIATIONS			
Prior year balances available:			
Item 8380-001-0367, Budget Act of 2000, as reappropriated by Item 8380-490, Budget Acts of 2001, 2002, 2003, 2004, 2005, 2006, 2008, and 2009	\$176	-	-
Totals Available	\$176	\$-	\$-
Unexpended balance, estimated savings	-11	-	-
TOTALS, EXPENDITURES	\$165	\$-	\$-
0494 Other - Unallocated Special Funds			
APPROPRIATIONS			
002 Budget Act appropriation	\$1,637	-	-
Reduction per Section 3.90	-63	-	-
Totals Available	\$1,574	\$-	\$-
Unexpended balance, estimated savings	-1,111	-	-
TOTALS, EXPENDITURES	\$463	\$-	\$-
0797 Unallocated Bond Funds - Select			
APPROPRIATIONS			
002 Budget Act appropriation	\$356	-	-
Reduction per Section 3.90	-14	-	-
Totals Available	\$342	\$-	\$-
Unexpended balance, estimated savings	-243	-	-
TOTALS, EXPENDITURES	\$99	\$-	\$-
0821 Flexelect Benefit Fund			
APPROPRIATIONS			
001 Budget Act appropriation	\$1,266	\$1,276	\$1,380
Allocation for employee compensation	-	3	-
Adjustment per Section 3.60	-	10	-
Reduction per Section 3.90	-15	-22	-
Reduction per Control Section 3.91	-	-32	-
Totals Available	\$1,251	\$1,235	\$1,380
Unexpended balance, estimated savings	-422	-	-
TOTALS, EXPENDITURES	\$829	\$1,235	\$1,380
0915 Deferred Compensation Plan Fund			
APPROPRIATIONS			
001 Budget Act appropriation	\$15,144	\$15,151	\$15,028
Allocation for employee compensation	-	13	-
Adjustment per Section 3.60	8	55	-
Reduction per Section 3.90	-400	-148	-
Reduction per Section 15.30	-1	-	-
Reduction per Control Section 3.91	-	-185	-
Totals Available	\$14,751	\$14,886	\$15,028
Unexpended balance, estimated savings	-3,329	-	-
TOTALS, EXPENDITURES	\$11,422	\$14,886	\$15,028
0988 Other - Unallocated Non-Governmental Cost Funds			
APPROPRIATIONS			

* Dollars in thousands, except in Salary Range.

8380 Department of Personnel Administration - Continued

1 STATE OPERATIONS	2009-10*	2010-11*	2011-12*
002 Budget Act appropriation	\$983	-	-
Reduction per Section 3.90	-38	-	-
Totals Available	\$945	\$-	\$-
Unexpended balance, estimated savings	-667	-	-
TOTALS, EXPENDITURES	\$278	\$-	\$-
0995 Reimbursements			
APPROPRIATIONS			
Reimbursements	\$17,970	\$18,001	\$17,903
8049 Vision Care Program for State Annuity Fund			
APPROPRIATIONS			
001 Budget Act appropriation	\$8,784	-	-
Totals Available	\$8,784	\$-	\$-
Unexpended balance, estimated savings	-316	-	-
TOTALS, EXPENDITURES	\$8,468	\$-	\$-
9740 Central Service Cost Recovery Fund			
APPROPRIATIONS			
001 Budget Act appropriation	\$3,632	\$2,687	\$2,924
Allocation for employee compensation	-	9	-
Adjustment per Section 3.60	5	40	-
Reduction per Section 3.90	-321	-100	-
Reduction per Section 15.30	-1	-	-
Reduction per Control Section 3.91	-	-150	-
002 Budget Act appropriation	-	2,976	3,287
Allocation for employee compensation	-	3	-
Adjustment per Section 3.60	-	18	-
Reduction per Section 3.90	-	-45	-
Reduction per Control Section 3.91	-	-62	-
Totals Available	\$3,315	\$5,376	\$6,211
Unexpended balance, estimated savings	-155	-	-
TOTALS, EXPENDITURES	\$3,160	\$5,376	\$6,211
TOTALS, EXPENDITURES, ALL FUNDS (State Operations)	\$46,604	\$49,228	\$49,853
4 UNCLASSIFIED			
0821 Flexelect Benefit Fund			
APPROPRIATIONS			
Government Code Sec 1156 (claims paid)	\$21,622	\$26,319	\$26,319
TOTALS, EXPENDITURES	\$21,622	\$26,319	\$26,319
8008 State Employees' Pretax Parking Fund			
APPROPRIATIONS			
Government Code Section 1156.1	\$1,556	\$1,400	\$1,400
TOTALS, EXPENDITURES	\$1,556	\$1,400	\$1,400
8049 Vision Care Program for State Annuity Fund			
APPROPRIATIONS			
Government Code Section 22959.6	-	\$8,784	\$8,784
TOTALS, EXPENDITURES	\$-	\$8,784	\$8,784
TOTALS, EXPENDITURES, ALL FUNDS (Unclassified)	\$23,178	\$36,503	\$36,503
TOTALS, EXPENDITURES, ALL FUNDS (State Operations and Unclassified)	\$69,782	\$85,731	\$86,356

FUND CONDITION STATEMENTS

* Dollars in thousands, except in Salary Range.

8380 Department of Personnel Administration - Continued

	2009-10*	2010-11*	2011-12*
0821 Flexelect Benefit Fund ^N			
BEGINNING BALANCE	\$9,916	\$9,015	\$15,553
Prior year adjustments	1,807	-	-
Adjusted Beginning Balance	\$11,723	\$9,015	\$15,553
REVENUES, TRANSFERS, AND OTHER ADJUSTMENTS			
Revenues:			
250300 Surplus Money Investments (DPA)	75	79	83
216100 Fees and Licenses (Administrative Fees)	810	851	894
261900 Escheat of Unclaimed Checks	20	21	22
221100 Other:			
Employee Contributions - Health Care	11,283	15,851	16,743
Employee Contributions - Dependent Care	7,553	17,291	18,156
217600 Fines and Penalties External: Private Sector	2		
Total Revenues, Transfers, and Other Adjustments	\$19,743	\$34,093	\$35,898
Total Resources	\$31,466	\$43,108	\$51,451
EXPENDITURES AND EXPENDITURE ADJUSTMENTS			
Expenditures:			
0840 State Controller (State Operations)	-	-	2
8380 Department of Personnel Administration			
State Operations	829	1,235	1,380
Unclassified	21,622	26,319	26,319
8880 Financial Information System for California (State Operations)	-	1	5
Total Expenditures and Expenditure Adjustments	\$22,451	\$27,555	\$27,706
FUND BALANCE	\$9,015	\$15,553	\$23,745
0915 Deferred Compensation Plan Fund ^N			
BEGINNING BALANCE	\$6,186,631	\$6,904,685	\$7,687,161
Prior year adjustments	-3,227	-	-
Adjusted Beginning Balance	\$6,183,404	\$6,904,685	\$7,687,161
REVENUES, TRANSFERS, AND OTHER ADJUSTMENTS			
Revenues:			
215600 Interest on Investments (Participants)	513,438	539,438	566,438
221100 Other (Employee Contributions)	563,337	620,337	682,337
250300 Surplus Money Investments (DPA)	88	97	107
299900 Fees and Licenses (Administrative Fees)	11,361	10,500	10,500
Total Revenues, Transfers, and Other Adjustments	\$1,088,224	\$1,170,372	\$1,259,382
Total Resources	\$7,271,628	\$8,075,057	\$8,946,543
EXPENDITURES AND EXPENDITURE ADJUSTMENTS			
Expenditures:			
0840 State Controller (State Operations)	4	10	26
8380 Department of Personnel Administration (State Operations)	11,422	14,886	15,028
Other Disbursements:			
Payments to Participants	355,517	373,000	392,000
Total Expenditures and Expenditure Adjustments	\$366,943	\$387,896	\$407,054
FUND BALANCE	\$6,904,685	\$7,687,161	\$8,539,489
8049 Vision Care Program for State Annuitants Fund ^N			
BEGINNING BALANCE	\$328	\$430	\$1,079
Prior year adjustments	-17	-	-
Adjusted Beginning Balance	\$311	\$430	\$1,079

* Dollars in thousands, except in Salary Range.

8380 Department of Personnel Administration - Continued

	2009-10*	2010-11*	2011-12*
REVENUES, TRANSFERS, AND OTHER ADJUSTMENTS			
Revenues:			
215600 Interest on Investments			
216100 Fees & Licenses (Administrative Fees)	305	320	336
221100 Other (Retired Annuitant Contributions)	8,280	9,108	10,019
250300 Income from Surplus Investments	4	5	6
Total Revenues, Transfers, and Other Adjustments	<u>\$8,589</u>	<u>\$9,433</u>	<u>\$10,361</u>
Total Resources	\$8,900	\$9,863	\$11,440
EXPENDITURES AND EXPENDITURE ADJUSTMENTS			
Expenditures:			
0840 State Controller (State Operations)	2	-	-
8380 Department of Personnel Administration State Operations	8,468	-	-
Unclassified	-	8,784	8,784
Total Expenditures and Expenditure Adjustments	<u>\$8,470</u>	<u>\$8,784</u>	<u>\$8,784</u>
FUND BALANCE	\$430	\$1,079	\$2,656

CHANGES IN AUTHORIZED POSITIONS

	Positions/Personnel Years			Expenditures		
	2009-10	2010-11	2011-12	2009-10*	2010-11*	2011-12*
Totals, Authorized Positions	205.8	246.0	246.0	\$12,886	\$16,862	\$17,160
Furlough Adjustments	-	-	-	-	-556	-
PLP Adjustments	-	-	-	-	-494	-
Workload and Administrative Adjustments:				Salary Range		
Reductions in Authorized Positions:						
Program 30						
Personnel Program Advisor	-	-	-1.0	6,173-6,808	-	-84
Totals, Workload & Admin Adjustments	<u>-</u>	<u>-</u>	<u>-1.0</u>	<u>\$-</u>	<u>\$-</u>	<u>-\$84</u>
Total Adjustments	<u>-</u>	<u>-</u>	<u>-1.0</u>	<u>\$-</u>	<u>-\$1,050</u>	<u>-\$84</u>
TOTALS, SALARIES AND WAGES	205.8	246.0	245.0	\$12,886	\$15,812	\$17,076

* Dollars in thousands, except in Salary Range.