

**BOARD RESOLUTION ADOPTING THE COMPLIANCE REVIEW REPORT AND
FINDINGS BY THE SPB COMPLIANCE REVIEW DIVISION OF
THE STATE BOARD OF EQUALIZATION**

WHEREAS, the State Personnel Board (SPB or Board) at its duly noticed meeting of September 26, 2013, carefully reviewed and considered the attached Compliance Review Report of the State Board of Equalization submitted by SPB's Compliance Review Division.

WHEREAS, the Report was prepared following a baseline review of the State Board of Equalization's personnel practices. It details the background, scope, and methodology of the review, and the findings and recommendations.

NOW, THEREFORE, BE IT RESOLVED, that the Board hereby adopts the Report, including all findings and recommendations contained therein. A true copy of the Report shall be attached to this Board Resolution and the adoption of the Board Resolution shall be reflected in the record of the meeting and the Board's minutes.



SUZANNE M. AMBROSE
Executive Officer



August 23, 2013

**Ms. Lisa Fien
Chief, Human Resources Division
State Board of Equalization
450 N Street
Sacramento, CA 95814**

RE: Compliance Review Report

Dear Lisa Fien,

The State Personnel Board conducted a baseline compliance review of the State Board of Equalization's examinations during the period of May 1, 2011 through October 31, 2012. The primary objective of the review was to determine if BOE's personnel practices, policies, and procedures complied with state civil service laws and board regulations, and to recommend corrective action where deficiencies were identified.

BOE provided the documents that SPB requested. A cross-section of BOE's examinations were selected for review to ensure that samples of various examinations were analyzed.

The Compliance Review Division (CRD) has found no deficiencies in the review of BOE's administration of examinations. The CRD will submit its findings to the five-member State Personnel Board and recommend adoption. The Board will issue a resolution either adopting these findings or issuing its own findings and order. In either event, you will be notified of the Board's action. The final Board action will be posted on the SPB's website.

We greatly appreciated the cooperation and assistance provided by the State Board of Equalization personnel. If you have questions or comments, please contact me at (916) 651-0924.

Sincerely,

**James L. Murray
Compliance Review Division**