

**BOARD RESOLUTION ADOPTING THE COMPLIANCE REVIEW REPORT AND  
FINDINGS BY THE SPB COMPLIANCE REVIEW DIVISION OF  
THE DEPARTMENT OF HEALTH CARE SERVICES**

**WHEREAS**, the State Personnel Board (SPB or Board) at its duly noticed meeting of November 7, 2013, carefully reviewed and considered the attached Compliance Review Report of the Department of Health Care Services submitted by SPB's Compliance Review Division.

**WHEREAS**, the Report was prepared following a baseline review of the Department of Health Care Services' 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.

   
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SUZANNE M. AMBROSE  
Executive Officer



801 Capitol Mall Sacramento, CA 95814 | [www.spb.ca.gov](http://www.spb.ca.gov)

Governor Edmund G. Brown Jr.

October 29, 2013

Mr. Toby Douglas  
Director  
Department of Health Care Services  
1501 Capitol Avenue, Ste. 71.1501  
Sacramento, CA 95814

RE: Compliance Review Report

Dear Mr. Douglas,

The State Personnel Board conducted a baseline compliance review of the Department of Health Care Services (DHCS)'s CEA examinations/appointments and all other appointments during the period of May 1, 2011 through October 31, 2012. The primary objective of the review was to determine if the DHCS's personnel practices, policies, and procedures complied with state civil service laws and board regulations, and to recommend corrective action where deficiencies were identified.

DHCS provided the documents that SPB requested. CEA examinations were reviewed concurrently with their respective appointment files. Additionally, a cross-section of all other DHCS's appointments was selected for review to ensure that samples of various appointment types, classifications, and levels were analyzed. The SPB also interviewed appropriate DHCS staff.

The Compliance Review Division (CRD) has found no deficiencies in the review of the DHCS's administration of CEA examinations/appointments and all other appointments. 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.

Mr. Toby Douglas  
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We greatly appreciated the cooperation and assistance provided by DHCS personnel. If you have any questions, please contact me at (916) 651-0924.

Sincerely,



James L. Murray, Chief  
Compliance Review Division  
State Personnel Board

Cc: Karen Johnson, Chief Deputy Director, Policy and Program Support  
Jonathan Clarkson, Deputy Director, Civil Rights  
Lisa Lassetter, Chief, Human Resources Branch, Administration Division  
DHCS Audit Coordinator, Internal Audits, Audits and Investigation Division