

**BOARD RESOLUTION ADOPTING THE COMPLIANCE REVIEW REPORT AND
FINDINGS BY THE SPB COMPLIANCE REVIEW DIVISION OF
THE CALIFORNIA DEPARTMENT OF JUSTICE**

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 California Department of Justice submitted by SPB's Compliance Review Division.

WHEREAS, the Report was prepared following a baseline review of the California Department of Justice'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



October 28, 2013

Mr. Nathan Barankin
Chief of Staff
California Department of Justice
1300 I Street
Sacramento, CA 95814

RE: Compliance Review Findings and Recommendation

Dear Mr. Barankin:

The State Personnel Board (Board or SPB) conducted a baseline compliance review of the California Department of Justice (DOJ)'s examinations, appointments, and equal employment opportunity (EEO) program during the period of May 1, 2011, through October 31, 2012. The primary objective of the review was to determine if DOJ's personnel practices, policies, and procedures complied with state civil service laws and board regulations, and to recommend corrective action where deficiencies were identified.

DOJ provided the documents that SPB requested. A cross-section of DOJ's examinations and appointments were selected for review to ensure that samples of various examinations and appointment types, classifications, and levels were analyzed. The review of the EEO program included examining written policies and procedures, the internal discrimination complaint process, and the EEO officer's role and duties. The SPB also interviewed appropriate DOJ staff.

The Compliance Review Division (CRD) of the SPB found no deficiencies in the examinations that DOJ administered or in the appointments that DOJ made during the compliance review period. The CRD also found that DOJ's EEO programs, policies and procedures are in compliance with state civil service laws and board regulations.

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.

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We greatly appreciated the cooperation and assistance that DOJ's staff provided throughout the compliance review. If you have questions, please contact me at (916) 651-0924.

Sincerely,



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

Cc: Brian Baldwin, Personnel Officer
Linda Sawicki, Equal Employment Opportunity Officer