Fundamentals (5.a): Administrative Services
Compliance with CalHR Allocation Guidelines

Adhere to personnel allocation guidelines, ensuring that DTSC staff members perform duties consistent with their classifications, and that all personnel appointments are consistent with CalHR policies and guidelines.

Goal: Ensure DTSC adheres to allocation guidelines by training DTSC Human Resources (HR) staff on how to review Request for Personnel Action (RPA) packages and by training management on how to write effective duty statements. This will help ensure DTSC staff perform duties consistent with their classification and that staff have a clear understanding of their duties and responsibilities.

Timeline:

April – June 2013:
- Develop a training course for writing accurate duty statements
- Disseminate DTSC Personnel Management memorandum addressing duty statements
- Review and share the 2013 follow-up CalHR Human Resource Quality Review Report with program staff.
- Establish guidelines for DTSC HR staff on the process for reviewing and approving duty statements

July – September 2013:
- Conduct training for all DTSC managers and supervisors on writing effective duty statements
- Identify all duty statements in need of revision

October 2013 – March 2014:
- Continue to monitor and review all requests for reclassifications, promotions in place, and new positions
- Ensure all DTSC duty statements will be reviewed and updated if necessary

June 2014
- Obtain “green” status from Cal HR and regain delegation for the Staff Services Manager series