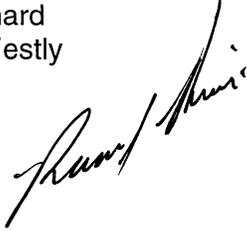


# Memorandum

To : Honorable John Chiang, Chair  
Honorable Claude Parrish, Vice Chairman  
Ms. Betty T. Yee, Acting Member  
Honorable Bill Leonard  
Honorable Steve Westly

Date : August 17, 2005

From : Ramon J. Hirsig  
Executive Director



Subject : **Executive Director Report – August 31, 2005**  
**Legal Department - Assistant Chief Counsel Classification**

With regard to this agenda item, I will be providing a brief status report on the Assistant Chief Counsel position left vacant by Ms. Kristine Cazadd.

Currently there are four Assistant Chief Counsels in the Legal Department. Two are classified as Civil Service (Tax and Fee Programs and Legal Affairs), and two are classified as CEA (Settlement and Appeals).

The issue for consideration is whether you prefer to leave the Assistant Chief Counsels in their current classifications or align them as all CEA or all Civil Service. If your desire is to revert them to CEA, this would require Board direction and also approval from the Department of Personnel Administration and the State Personnel Board.

Currently the Tax and Fee Programs Assistant Chief Counsel is vacant and recruitment will begin immediately based on the Board's direction. With regard to the remaining Civil Service position, should it be the Board's desire to revert it to the CEA classification, that change would not occur until the position becomes available for recruitment. Likewise, if it is the Board's desire to convert all of the Assistant Chief Counsel positions to a Civil Service classification, the change would not occur until the position becomes available for recruitment.

RJH:fr

cc: Ms. Audrey Noda  
Mr. Neil Shah  
Ms. Sylvia Tang  
Ms. Barbara Alby  
Ms. Marcy Jo Mandel

**ITEM P1**  
**SUB-ITEM 3b**  
**8-31-05**