

Memorandum

To: Mr. Ramon J. Hirsig
Executive Director

Date: November 5, 2007

From: David J. Gau, Interim Deputy Director
Administration Department



Subject: **CEA Status**

Pending Position Actions

(November 15, 2007 Administration Deputy Director's Report—P3 c.3.)

1. Deputy Director, Administration

DPA and SPB have approved the refill of the Deputy Director, Administration position at the CEA 4 level. Recruitment is in process.

2. Legal Department

The proposal to reclassify the Assistant Chief Counsel positions to CEA 4 in the Legal Department was submitted to DPA and SPB on June 1, 2007. We anticipate receiving a decision by the end of December 2007.

3. Technology Services Division, Chief Technology Officer

The proposal to create a CEA level 3 as the Chief Technology Officer was submitted to DPA and SPB on April 20, 2007. We anticipate receiving a decision by the end of January 2008.

Request for Approval of CEA I Upgrades

4. Assess Current CEA Allocations

HRD has completed the analysis of the proposal to upgrade the Board's remaining CEA 1 positions to CEA 2 positions. These positions meet the allocation requirements to be upgraded to the CEA 2 level. We request Board approval to move forward with the CEA 2 examination and appointment process for the following positions:

- Research and Statistics Section Chief
- Human Resources Division (HRD) Chief
- Administrative Support Division (ASD) Chief

With your approval, this item will be placed on the Board's November 15, 2007 calendar under the Administration Deputy Director.

cc: Ms. Diane Olson

Approved:



Ramon J. Hirsig
Executive Director

BOARD APPROVED
At the _____ Board Meeting

Diane Olson, Chief
Board Proceedings Division