

18. (SALARY INCREASE JANUARY 1951, EXEMPT POSITIONS - PERSONNEL) The Commission was informed that at its meeting held February 3, 1951, the State Personnel Board took action to increase the salaries of State employees within Civil Service 5% as of January 1, 1951. The Personnel Board's action did not affect the salaries of State employees occupying the exempt positions.

In its Circular Letter T51-3 dated February 13, 1951, the Department of Finance indicated that this general increase was approved for those exempt classes designated "CS" and for which salary ranges have been established as for Civil Service classes.

To effect the increase, instructions in the Circular Letter state that such increases must be approved by the "legally designated salary fixing authority (appointing power)". Further that for agencies within the State payroll system, the appointing power shall certify on attendance report forms to the State Controller that the salary range for such classes is increased, "in accordance with the schedule of General Increases approved by the Department of Finance on February 13, 1951".

In accordance with this directive, the Executive Officer of the State Lands Commission under the authority granted him by the Commission at its meeting held April 27, 1949, as appointing power, has executed such certifications to the State Controller to affect the approved range change for the class Executive Officer, State Lands Commission.

Although this action has resulted in a change in the range for the position, it will not result in a monetary increase in the Executive Officer's salary. This is true for the reason that the appointment document placing the incumbent in the position, Executive Officer, was approved by the Department of Finance on a "base salary with special plus adjustment" basis; and the State Personnel Board Circular Letter on Salary Increases, February 3, 1951, has directed that range changes as of January 1, 1951 be made by increasing the base salary and reducing any "special adjustments" carried on the records.

UPON MOTION DULY MADE AND UNANIMOUSLY CARRIED, A RESOLUTION WAS ADOPTED APPROVING REVISION OF THE SALARY RATE FOR THE POSITION, EXECUTIVE OFFICER, STATE LANDS COMMISSION, FROM THE RATE ESTABLISHED JANUARY 1, 1951, BASE SALARY \$676. PLUS \$34., TOTAL \$710.; TO A BASE SALARY RATE OF \$745., FOR THE PURPOSE (1) OF ALLOWING A RATE INCREASE TO THE INCUMBENT AS OF JANUARY 1, 1951, COMPARABLE WITH STATE CIVIL SERVICE, AND (2) TO ELIMINATE ALL PLUS SALARY ADJUSTMENTS; AND (3) TO CONFORM TO THE NEW RANGE (\$613-\$745) ESTABLISHED JANUARY 1, 1951 BY THE STATE PERSONNEL BOARD, AND APPROVED FOR EXEMPT CLASSES BY THE DEPARTMENT OF FINANCE (CIRCULAR LETTER T51-3); FURTHER, AUTHORIZING THE EXECUTIVE OFFICER, AS APPOINTING POWER, TO APPROVE AND SUBMIT NECESSARY DOCUMENTS TO EFFECT SUCH INCREASE.