



Commission on Teacher Credentialing

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Office of the Executive Director

MEMORANDUM

Date: May 9, 2011

TO: Commission Stakeholders

FROM: Dale Janssen, Executive Director

RE: Bureau of State Audits Report 2010-119

On May 4, 2011, I provided an initial update concerning our progress in meeting the Bureau of State Audits (BSA) recommendations. In this memo, I'll provide a further update on the progress we are making to implement the recommendations and cover a new subject in the recommendations-familial relationships.

Last week staff completed design of an automated Monthly Activity Summary. The summary charts the Division of Professional Practices' workload throughout the DPP process and will keep the Members of the Commission and the community updated on where we stand with respect to the progress and completion of cases. In addition, a comprehensive procedure manual covering all DPP activities and processes is completed.

As most of you are aware, the Commission is under the jurisdiction of the Department of Personnel Administration (DPA) for hiring and employment practices. The majority of Commission employees are represented by contracts between the state and employee bargaining organizations. Our employment practices, therefore, are guided by the DPA.

The BSA was charged with determining if the Commission's current policies and practices were impacted with hiring family members. In addition, the BSA was charged with surveying staff to determine familial relationships, nepotism and employee favoritism, and, if found, their impact on the Commission's hiring practices and the staff's ability to work without fear of reprisal for filing a complaint.

The BSA audit did not find any evidence of nepotism or employee favoritism impacting hiring practices; however, they did question the perception of familial relationships within the Commission. As I am sure you are aware, the Commission, in complying with both state and federal law is not allowed to ask about personal family circumstances. The audit seems to imply that the State of California hiring laws and regulations are insufficient.

Based on the BSA survey (pages 107 and 108) the majority of the Commission employees [136 employees (72% of those surveyed)] who took the survey were aware of the Equal Employment Opportunity Policy (79%) and the process to file a grievance (67%) that are available either in the Commission's intranet or outlined in the specific bargaining unit contract, respectively. Finally, according to the survey, 92% of staff does not believe familial relationships adversely impact their ability to work professionally.

Thank you for taking the time to read this message and in helping to focus on the actual content and recommendations found in the Audit report.