

POSITIONS**3551****(No. 1 June 1991)****PERMANENT POSITIONS (ENCODED)****3551.1****(No. 1 June 1991)**

Each year the budget office calculates the dollar level required for all authorized permanent (encoded) positions in CDF using the Schedule 8. The following list describes the responsibilities of each office:

Controller's Office Develops listing (Schedule 8) of all authorized positions in the department effective July 1.

Forwards Schedule 8 to personnel office.

Personnel Office Updates Schedule 8 to reflect any additional changes.

Forwards Schedule 8 to budget office.

Budget Office Calculates positions/salaries and revises classification, organization, and agency totals.

Prepares form 33 (documents detailing all departmental changes) and reconciles with Schedule 8 (position and dollar totals).

The total dollar level calculated from the Schedule 8 represents the funding level required if all encoded positions were filled all year (positions vacant on June 30th are budgeted at first step). To establish the total base for all units, the budget office does the following:

- Verifies the salary of the position and extends it for the 12-month fiscal year.
- Changes the salary line of the base budget for the affected reporting units in order to reflect all salary changes from the previous year.

CONTINUOUSLY VACANT POSITIONS**3551.2****(No. 1 June 1991)**

GC Section 12439 (formerly Section 20 of the Budget Act) requires that the State Controller's Office (SCO) abolish positions which have been continuously vacant from October through April. These positions will be abolished by the SCO on June 30 if the necessary steps are not taken to resolve the vacancy problem.

Departments do not prepare documents to abolish Section 12439 positions. They are abolished by the SCO. In cases of technical errors, the Department of Finance has sole discretion to reestablish any position abolished by Section 20. The program must use the Budget Change Proposal (BCP) process to reestablish any position not reestablished by Finance. All this is a joint personnel office/budget office function. The only field responsibility is that of the unit managers for tracking positions vacant for any reason throughout the year, and initiating the personnel documents required to fill vacant positions so that the positions will not be lost; however, the budget staff will also contact programs to notify them that they must prepare the necessary documents to rotate staff to fill the vacancies so they will not lose positions.

UPGRADES AND DOWNGRADES OF POSITIONS

3551.3

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Since no money is added to the departmental base when a position is upgraded, the net upgrades and downgrades are supposed to balance out during each fiscal year. Because vacant positions return to the first step of the job classification, upgrades and downgrades tend to balance out; but, if positions are upgraded beyond the original job classification, there is no money to pay the additional cost of the higher classification. The difference must be paid out of salary savings. The proper way to permanently upgrade a position is to do a BCP (see Section 3570.1) (see section) for the additional funds needed. (See also SAM Section 6211.)

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