

<b>HUMAN RESOURCES MEMORANDUM 00-024</b>		DATE ISSUED: 7/20/2000
SUBJECT: <b>POSITION ESTABLISHMENT - DEPARTMENT OF FINANCE APPROVAL POSITION ABOLISHMENT (GC 12439)</b>		REFERENCE: None
TO: DIRECTOR; DEPUTY DIRECTORS; OFFICE/BRANCH CHIEFS; CLIENT AGENCY EXECUTIVE DIRECTORS/OFFICERS; PERSONNEL LIAISONS		SUPERCEDES: None

**PLEASE ENSURE THAT THIS INFORMATION IS SHARED WITH YOUR EMPLOYEES**

Effective July 1, 2000, the Department of General Services is no longer exempt from the requirement to obtain prior approval from the Department of Finance (DOF) to establish positions. We lost Provision 10 in Item 1760-001-0666, Chapter 52 (Budget Act). All new positions that might be created by Provision 4 and/or 6, category transfers or by other means, must now be signed by the DOF. Therefore, DGS must not make a commitment to a future employee until the position has been approved by the DOF.

Also, effective July 1, 2000, 607's reclassifying positions with a beginning monthly salary step of \$6,032 or greater must be signed by the DOF. This applies to all departments, boards and commissions.

Legislation was passed amending Government Code Section 12439 requiring the State Controller's Office to abolish any position on July 1, 2001 that was vacant for any six (6) consecutive pay periods during the current fiscal year. This is going to require both the program and the Office of Human Resources (OHR) to closely monitor the vacancy listing. OHR will take a lead in ensuring that positions are accurately established and monitored by the first date it becomes vacant. You will begin getting a monthly vacancy listing sorted by reporting unit, classification, and first date vacant. When filling vacant positions, the oldest vacancy should be filled first.

If you have any questions, regarding the information contained in this memorandum, please contact your assigned Personnel Analyst.

LYNN W. CATANIA, Manager  
Personnel Operations Section

cc: OHR Staff