

## ABOLISHING POSITIONS

REFERENCES	SECTIONS
Human Resources Policy Memos <a href="http://www.dgs.ca.gov/ohr/Resources/HRPolicyMemos.aspx">http://www.dgs.ca.gov/ohr/Resources/HRPolicyMemos.aspx</a>	00-024
Law & Regulation <a href="http://www.leginfo.ca.gov/calaw.html">http://www.leginfo.ca.gov/calaw.html</a>	G.C. 12439
Payroll Procedures Manual (PPM) <a href="http://www.sco.ca.gov/ppsd/ppm/index.shtml">http://www.sco.ca.gov/ppsd/ppm/index.shtml</a>	C 312
Responsible Control Agency and Program	State Controller's Office (SCO) Department of Finance (DOF)
State Administrative Manual (SAM) <a href="http://sam.dgs.ca.gov/default.htm">http://sam.dgs.ca.gov/default.htm</a>	6445
State Controller's Office (SCO)	Memo: Abolished Vacant Positions per Government Code 12439 (July 6, 2009)

## Abolishing Positions

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**Definition/  
Explanation** Each July, the State Controller's Office (SCO) abolishes positions vacant for six consecutive pay periods.

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**Policy** It is the DGS policy for programs to monitor and fill vacancies before the six month deadline.

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**Process** The two methods for abolishing positions are noted below:

**Positions Abolished by SCO:**

The SCO sends two copies of the vacant positions report to the DGS in late July. All positions listed are automatically abolished July 1. A Request Change in Established Positions (DGS OHR 25) is prepared by the Office of Fiscal Services (OFS) Budget Office and sent to the Personnel Transactions Unit (PTU) for processing.

The PTU Position Control Analyst (PCA) may request in writing to the Director of General Services or the Director of Finance, to reestablish positions lost due to: ***leave of absence, disability pending retirement, adverse action, etc.***

**Positions Abolished by DGS:**

The Classification and Pay (C&P) Analysts work with Executive Management to determine positions for abolishing based on the Governor's directive or budgetary shortfalls. (C&P Analysts notify the PCA in PTU which position(s) to abolish.)

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**Attachments** [STD 607](#), [DGS OHR 25](#), [Abolish-Establish Positions Procedures](#)

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