

## BLANKET POSITION

REFERENCES	SECTIONS
Payroll Procedures Manual (PPM) <a href="http://www.sco.ca.gov/ppsd_ppm.html">http://www.sco.ca.gov/ppsd_ppm.html</a>	C400
Responsible Control Agency and Program	Department of Finance
State Administrative Manual (SAM) <a href="http://sam.dgs.ca.gov/">http://sam.dgs.ca.gov/</a>	6439, 6518

## **Blanket Position**

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**Definition /  
Explanation**

A "blanket position" is designated by a position serial number in the "900" series. It is a budgeted authorization that may be spent for short-term or intermittent uses. Those uses may be temporary, seasonal or intermittent. Examples include employees on temporary or extended leaves of absence, sick leave, military leave, student assistances, seasonal workload such as processing tax forms, and overtime peak workloads.

Building and Property Maintenance (BPM) Custodian positions are blanket positions.

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**Policy**

It is DGS policy that blanket positions shall not exceed the blanket authorization (total salary and wage encumbrance).

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**Procedure**

The DGS has delegation from the California Department of Human Resources (CalHR) to establish new positions, reclassify existing positions, and/or refill vacancies without prior classification review by the CalHR. However, if a position is questionable, it is advised that DGS consults CalHR prior to approving the position to avoid illegal hires or inappropriate use of class.

Blanket positions are filled using the automated Request for Personnel Action (RPA) process. If the Personnel Liaison (PL) and/or Classification and Pay (C&P) Analyst are unsure if the position is within the blanket authorization, s/he should contact his/her Budget Analyst.

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