

Subject: CERTIFICATION OF CONFORMANCE AND AVAILABILITY OF FUNDS

REFERENCES	SECTIONS
Administrative Orders	
Classification and Pay (C & P) Guide	145
DGS Department Manual	
Executive Orders	
Hiring Process	
Human Resources Policy Memos	
Law & Regulation	
Memo of Understanding (MOU)	
Pay Scales	
Payroll Procedures Manual (PPM)	
Personnel Management Policy and Procedures Manual (PMPPM)	
Responsible Control Agency and Program	Department of Finance & Budget Program
State Administrative Manual (SAM)	6524
Selection Manual	
SPB/DPA Policy Memos	
Other:	

Subject: Certification of Conformance and Availability of Funds

Definition/Explanation:

Before the Department of Personnel Administration (DPA) will consider any classification, pay or settlement action for which funding is not provided in the Budget Act, it requires a certification of conformance and availability of funds from each agency affected by the proposed transactions. Examples of the types of actions for which a certification of conformance is required are:

1. Establishment of a new class
2. Revision of a class resulting in a salary increase for one or more individuals
3. Pay differential (such as night-shift, recruitment, education, etc.)
4. Hiring above minimum
5. Temporary authorization to pay cash compensation for overtime. Certification of funding need only be made for the period of authorization
6. Changes to alternate range criteria
7. Allocation of classes to work week groups which authorize cash payment for overtime
8. Unfair labor practice settlements
9. Grievance/arbitration settlements
10. Legal settlements

Policy: It is the policy of the DGS that in accordance with DPA and SAM Section 6524, DPA Form 137 is required in order to consider any classification, pay or settlement action for which funding is not provided in the Budget Act.

Procedure:

Upon determination that the transaction requires certification, the Classification and Pay (C&P) Analyst, or the Labor Relations (LR) Analyst for number 8 and 9 above, completes DPA Form 137. A transmittal memo stating the reason for the certification request is also required and should include:

- budget year salary cost estimate in detail
- explain the methodology used in preparing the estimate
- Also attach any previous classification or salary actions of DPA that would add salary costs in the budget year together with the amounts of the added costs

DPA Form 137

- If item 1-3 is checked, the Personnel Officer in OHR will act as the authorizing authority.
- If item 4 is checked, send package (including copy of RPA) to Budgets for approval. Budgets will forward to the Department of Finance for final approval. Once the budget analyst receives the necessary approval, he/she will send a copy back to the personnel operations analyst.

Upon receipt of the approved certification request from the budget analyst, the personnel operations analyst incorporates the approved certification form into the process for the required action.