

PERSONAL SERVICES
(Revised 09/10)

Personal services are administered in the operating year by:

1. Reconciling the personnel roster to the number of positions authorized by the Legislature.
2. Establishing and abolishing positions as necessary to stay within budget authorizations.
3. Certifying the continuance of authorized positions to the Department of Finance.
4. Making position changes to support authorized program changes.
5. Supervising and controlling employment practices to stay within budgeted totals.