

## SAM - BUDGETING

### CERTIFICATION FOR CONTINUED PAYMENT OF ESTABLISHED POSITIONS

6521

(Revised 9/2010)

It is the responsibility of each department to certify to the Department of Finance that existing positions established on the [State Controller's Office \(SCO\)](#) position roster, as amended by appropriate department payroll and position documents ([STD. 607](#)), reflect the approved program. Each department must reconcile (see SAM Section [6448](#)) the existing positions as reported in the Schedule 8 prepared by the SCO and the positions authorized in the department's Final Budget. The STD. 607s to adjust to authorized staffing need to be prepared and sent to the [SCO](#).

This certification shall meet the following broad criteria:

1. The positions have been established in accordance with approved program, legislative intent, and Administration policy.
2. The positions in the roster have been established in accordance with pertinent statutory and administrative regulations including, but not limited to, the following: the control sections of the current Budget Act, pay scales, Department of Personnel Administration (DPA) rules, [State Personnel Board \(SPB\)](#) rules (CEA established only), and prior approvals such as that of the DPA, SPB, or Finance.

The following certification will be included on the Personnel Years System Worksheet which is distributed to each department with the Schedule 7A galley.

*"I hereby certify that the positions in the SCO's position roster as amended by documentation submitted to the SCO and recorded on the Schedule 8 and 7A submission to Finance are in accordance with the broad criteria established in SAM Section 6521."*

The authority to sign the certification is limited to those officers who have been duly authorized by the agency head to execute this certification and whose names and position titles are on record with the SCO. The certifying department will maintain a record of all officers who have been authorized to sign the certification. Finance grants blanket approval to the SCO to use existing positions established on the position roster as amended by actions taken under the authority of Government Code Section [12439](#) as the basis for payrolls for the July and August pay periods only.