

SAM - BUDGETING

BUDGETARY APPROVAL OF POSITION-RELATED TRANSACTIONS

6527

(Revised 6/2008)

Establishment, amendment, or abolishment of positions, blanket positions, and other position-related transactions are documented by the use of the "Change in Established Positions form," [STD. 607](#).

The temporary downgrading of positions through the use STD. 607 shall not be permitted, except when extraordinary situations occur that require such downgrading. In those situations, STD. 607 must be submitted with appropriate justification and lead time to be evaluated and approved by the DOF prior to the effective date.

Form STD. 607 which meet the following four criteria are exempt from review and approval of DOF provided budgetary review is not otherwise mandated for that transaction.

1. The position has been: (a) specifically identified in the Governor's Budget and approved by the Legislature or; (b) approved by the Legislature and specifically documented in the Final Change Book or enacted legislation.
2. The purposes are consistent with approved program, with legislative intent and with Administration policy. The STD. 607 does not provide for new or expanded programs in this or any subsequent fiscal year nor require supplemental financing.
3. The position transaction is in accordance with a staffing plan for the program or a change to the staffing plan which has been approved by DOF as part of the department proposal approved by the Legislature either before or after enactment by the Legislature. The departmental staffing plan and amendments will be maintained as part of departmental records.
4. All pertinent statutory and administrative regulations such as those of DPA, [SPB](#), BOC, [SCO](#) have been applied and prior approvals secured when necessary.

Notwithstanding the general criteria for exemption listed above, budgetary review by DOF is mandated for the types of transactions listed below.

- a. Administrative establishment of positions not authorized by the Legislature,
- b. Reclassification to positions with a minimum step per month as specified in Section 31 of the Budget Act,
- c. Establishment of permanent positions out of the blanket authorizations, and
- d. Temporary downgrading positions through the use of STD. 607.

(Continued)

SAM - BUDGETING

(Continued)

BUDGETARY APPROVAL OF POSITION-RELATED TRANSACTIONS

6527 (Cont. 1)

(Revised 6/2008)

All departments that are members of the Uniform State Payroll System, except those to which Section 31.00 is not applicable, as stated in Section [13332.16](#) of the Government Code, should conform to Section 31.00 of the Budget Act. Departments that are exempt per Section 31.00 of the Budget Act must place the required certificate on each copy of STD. 607 prepared in accordance with the instructions in this section.

The officer or employee signing on behalf of the department shall use the following certification which shall appear on all copies of the STD. 607.

"I hereby certify that all conditions for exemption set forth in SAM Section 6527 have been complied with and this action is exempt from review by DOF."

The authority to sign this certification is limited to those officers who have been duly authorized by the department head to execute STD. 607s and whose names and position titles are on record with SCO and maintained in the department records for audit purposes.

No STD. 607 executed for the above purposes will be exempt from review by DOF under the provisions of this manual or any special exemptions heretofore granted unless it meets the preceding criteria.

All STD. 607s with justification as deemed appropriate, will be forwarded for review and approval to DOF if they do not bear this certificate. The STD. 607s with this certificate may be forwarded directly to SCO without further reference to DOF.

All proposed establishment of positions and reclassification of positions with a minimum salary step per month as specified in Section 31 of the Budget Act require full justification and explanation on the personnel document. If changes to Budget Act appropriations are involved, the personnel document is to be accompanied by a Budget Revision (BR) form, [STD. 26](#). See SAM Section 6542.

Transactions documented under the provisions of this section shall be subject to audit by representatives of DOF, and a copy of such documents shall be retained for this review.