

SAM - BUDGETING

CERTIFICATION FOR CONTINUED PAYMENT OF ESTABLISHED POSITIONS 6521 (Revised 11/2018)

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 control sections of the current Budget Act, pay scales, Department of Human Resources (CalHR) rules, State Personnel Board (SPB) rules (CEA established only), and prior approvals such as that of CalHR, SPB, or Finance.