

STATE OF CALIFORNIA

KATHLEEN CONNELL,
Controller of California

=====
OFFICE OF STATE CONTROLLER
PERSONNEL/PAYROLL SERVICES DIVISION
300 Capitol Mall
P.O. Box 942850
Sacramento, CA 94250-5878

DATE: November 8, 2000

LEAVE ACCOUNTING LETTER # 00-015
(Civil Service Only)

TO: All Agencies in the California Leave Accounting
System (CLAS)

FROM: Vicki Korach, Manager
Customer Support Section

RE: POSITION VACANCY REPORTS

CLAS agencies may now request a series of position vacancy reports that have been developed to assist departments in managing the status of established positions. These reports will also provide assistance in tracking positions pursuant to Government Code Section 12439, which requires that positions with no expenditures over a six-month period are subject to abolishment. These reports will be generated on a monthly basis and contain information from the State Controller's Office Employment History and Position Roster files. Access for viewing and printing the reports will be available via the View Direct Electronic Report Distribution System. Please refer to Leave Letters #99-006 and #99-008 for specific View Direct information.

The cost for these reports is based upon the employee population of a department. The annual cost to CLAS participating departments with fewer than 2000 employees is \$300.00 and the annual cost for departments with 2000 or more employees is \$600.00.

A sample report package will be mailed to CLAS contacts during the second week of November. If you are interested in receiving these reports before reviewing the sample report package, please contact Pam Wilson in the Data Management Section at (916) 324-3842 or by e-mail Pwilson@SCO.CA.GOV.

VK:pn: