

STATE OF CALIFORNIA

KATHLEEN CONNELL,
CONTROLLER OF CALIFORNIA

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

Date: April 3, 2002

LEAVE ACCOUNTING LETTER # 02-007
(Civil Service Only)

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

From: RON HUTCHESON, Manager
Customer Support Section

Re: POSITION INVENTORY REPORTS

Effective April 2, 2002, Position Inventory Reports PDV1105, PDV1106, PDV1107, and PDV1108 available on ViewDirect will no longer include exempt and statutory positions as identified by 'Type of Position' 4 (exempt) or 7 (statutory) on the Established Position Roster file. The 'Type of Position' information used to make this determination reflects the data provided on STD. 607 (Change in Established Positions) documents.

These modified reports now identify only civil service positions with no expenditures for 6 consecutive months or more, and positions with no expenditures for 3, 4, or 5 consecutive months. Changes to the reports were necessary, as exempt and statutory positions are not subject to the abolished vacant position process. Please note, Position Inventory Reports PDV1101, PDV1102, PDV1103, and PDV1104, which identify all department established positions and their incumbents, will continue to reflect exempt and statutory positions.

If you have questions or concerns regarding this matter, please contact Pam Wilson at (916) 324-3842, or via email at pwilson@sco.ca.gov.

RH:PW:dm