

POSITION INVENTORY FILE

What is the Position Inventory File?

The Position Inventory File is a monthly snapshot of position inventory information from the State Controller's Office Position Roster file. It is recommended that you download this data so you can maintain a historical Position Inventory File within your department. This is a stand-alone file and cannot be used with other MIRS files. This file is updated the first of each month. The fields that are available in this file contain the same data as the Position Inventory Reports on ViewDirect with the exception of: Non-Established Filled Positions, which is available on your Periodic Report and FT/PT employee's in 900 serial numbers, which can be created in the CSPMTS file.

Please be aware - Some positions scheduled to be abolished by the State Controller's Office Position Control Unit may not be reflected on this file. If a position is vacant, then reclassified and remains vacant, only the new position will be counted towards the number of months without expenditures.

Example: Position A is vacant for two months and is reclassified to Position B. Position B is vacant for two months then reclassified to Position C, which is also vacant. Position C will not appear on any reports until it is vacant for 3 months, at which time, the field MONTHSNO will have a value. MONTHSNO does not recognize the previously vacant months in Position A and B. In the annual processing of abolished positions by the Position Control Unit, Position C will be abolished if no expenditures are made in Position A or B or in the first two months of Position C.

Position Inventory Common Library Reports

Eight Position Inventory reports have been added to the Common Library. They are named POS001 through POS008. You can find examples of the report output under "References" on the MIRS web site.

As with all Common Library reports, the new reports can be copied into your departmental library and modified to meet your department needs.

The Position Inventory File is easy to use and should not require special training. Please visit the MIRS NEWS/UPDATE link for the updated Common Library Reports, Data Element Dictionary, PERSONAL Master File Description, and the new POSITION Master File Description.