

BUDGET LETTER

NUMBER: 15-20
DATE ISSUED: AUGUST 28, 2015
SUPERSEDES: BL 14-21

SUBJECT: 2016-17 SALARIES AND WAGES SPREADSHEET (AUTHORIZED POSITIONS AND COST ESTIMATES)
REFERENCES: CHAPTER 28, STATUTES OF 2015, CONTROL SECTION 4.11 OF 2015 BUDGET ACT, STATE ADMINISTRATIVE MANUAL SECTIONS 6415, et seq., AND BUDGET LETTER 12-03

TO: Agency Secretaries
 Department Directors
 Departmental Budget and Accounting Officers
 Department of Finance Budget and Accounting Staff

FROM: DEPARTMENT OF FINANCE

BUDGET OFFICERS ARE REQUESTED TO FORWARD A COPY OF THIS BUDGET LETTER TO DEPARTMENTAL PERSONNEL OFFICERS.

This Budget Letter (BL) provides departments with instructions for preparing the 2016-17 Salaries and Wages Spreadsheet (Schedule 7A).

Note: Departments must build the 2016-17 Salaries and Wages publication from the final 2015-16 Salaries and Wages spreadsheets that will be provided electronically by your Department of Finance (Finance) budget analyst.

Important Change: Policies regarding limited-term and vacant positions have been changed. See the Salaries and Wages Spreadsheet Preparation section for more details.

<i>Deadlines and Deliverables</i>	
<p>On or before September 25, 2015</p>	<p>Departments must complete and return the</p> <ul style="list-style-type: none"> ▪ Hard copy of the Salaries and Wages spreadsheet, and ▪ Electronic version of the Salaries and Wages spreadsheet <p>Departments must provide copies of the following backup documentation:</p> <ul style="list-style-type: none"> ▪ Schedule 8 Report ▪ Supplementary Schedule 8 Report ▪ Schedule 8 Summary (Form 33)

I. SALARIES AND WAGES SPREADSHEET

Position and salary information is compiled and maintained on an Excel spreadsheet. An electronic file created from the final 2015-16 Salaries and Wages spreadsheet will be distributed to departments by their Finance budget analyst in late August/early September (see Attachment A for a mocked up sample of the spreadsheet). Departments must reconcile position and salary information, and **complete and return the following documents along with all required backup documentation to their Finance budget analyst no later than September 25, 2015:**

- Hard copy of the Salaries and Wages spreadsheet
- Electronic version of the Salaries and Wages spreadsheet

Departments must submit copies of the following backup documentation with the Salaries and Wages documents:

- Schedule 8 Report
- Supplementary Schedule 8 Report
- Schedule 8 Summary (Form 33)

II. STATE CONTROLLER REPORTS

The State Controller's Office (SCO) has released the following reports directly to departments:

- Supplementary Schedule 8 Report
- Blanket Balance Position Expenditure Report

Any adjustments made to these reports must be reflected on the Salaries and Wages spreadsheet in accordance with the guidelines outlined in the State Administrative Manual (SAM) Sections 6415, et seq. Please note that at this time, SAM has not been updated to reflect the abolishment of Government Code 12439. Attachment B describes the documents used by departments to develop the Salaries and Wages Publication.

III. BUDGET POSITION TRANSPARENCY

Chapter 28, Statutes of 2015 (Senate Bill 98) abolished Government Code section 12439. The State Controller's Office will no longer publish the Preliminary/Final Vacant Abolished Positions Report.

A new Budget Position Transparency baseline adjustment will be calculated pursuant to 2015 Budget Act Control Section 4.11. This reconciliation will be part of the fall budget development process and the results will be included in the 2016–17 Governor's Budget. Further instructions necessary to complete the reconciliation process and the additional information in the 7A spreadsheet will be provided in a forthcoming BL.

IV. SALARIES AND WAGES SPREADSHEET PREPARATION

Definitions of Terms:

1. **Career Executive Assignment Positions**—Reflect the salary range for all Career Executive Assignment (C.E.A.) positions **not** including the 2.5 percent salary increase, effective July 1, 2015, as follows: C.E.A. A = \$6,296 - \$9,051; C.E.A. B = \$8,766 - \$10,442; and C.E.A. C = \$9,735 - \$11,053. Maximum rate for non-physicians, non-attorneys, and non-engineers is \$11,053. Maximum rate for physicians, attorneys, and engineers is \$14,058.

Although the 2.5-percent salary increase will not be included in your Salaries and Wages spreadsheet, it will be captured in the Governor's Budget display in the Changes in Authorized Position section as an adjustment.

2. **Merit Salary Adjustments**—Merit Salary Adjustment (MSA) expenditure projections, except for C.E.A. positions, are included on the Schedule 8 by the SCO. C.E.A. salary levels must be adjusted manually in the Salaries and Wages spreadsheet to reflect the proper levels noted above. The current 2015-16 Budget does not include statewide funding for MSAs. Any net costs incurred by departments for this purpose must be absorbed within existing resources.
3. **Permanent Employees**—Generally, all permanent employees (full-time and part-time) must fill authorized and established positions. Permanent positions should not be budgeted in blanket authorizations on an ongoing basis.
4. **Salary Range**—Include a corresponding salary range for each classification. Within each segment of the Salaries and Wages spreadsheet, sort positions in descending order according to the **minimum step of the salary range**.
5. **Partial-Year Authorizations**—Positions that are authorized for less than a full fiscal year must reflect the **net position count** and the **net associated dollars**. For example, a position established with an effective date of January 1, 2016, would reflect 0.5 in the 2015-16 position column and half the positions salary range in the 2015-16 expenditures column.
6. **Temporary Help Authorizations**—Display positions for all three years, including positions for student assistants, seasonal, and other personnel used for temporary purposes if they are not filling a permanent authorized position. Do not include permanent employees (full-time or part-time) other than permanent intermittent in the temporary help authorizations. Ensure the position equivalent and dollar value are based on realistic usage; do not create a position value if the dollar value will not result in hiring a person.
7. **Overtime**—Budget overtime as a separate line entry. Do not display positions for overtime.
8. **Temporary Help Blanket (Blanket) Authorizations**—Departments will no longer be required to submit an analysis of Blanket expenditure and position authority to Finance. However, departments are encouraged to maintain a record of blanket expenditures, pursuant to SAM section 6518, in the event future reporting is required.
9. **Reorganizations**—Reorganizations that are proposed for the 2016-17 Budget must first be approved by Finance. Upon Finance's approval, reflect a condensed version of proposed reorganizations in the Governor's Budget documents, not in the Salaries and Wages spreadsheet.
10. **Limited-Term Positions**—Limited-term positions previously approved will remain in effect until their expiration date. These positions will continue to be footnoted on the 7A spreadsheet until expired.
11. **Continuously Vacant Positions**—Chapter 28, Statutes of 2015, abolished Government Code section 12439. As a result, the State Controller's Office will no longer publish the Preliminary/Final Vacant Abolished Positions Report. Positions vacant for six or more consecutive pay periods during the previous fiscal year were not abolished.

- 12. Vacant Positions**—Reflect vacant positions at the first step of the appropriate classification, except for positions within interchangeable classes. Reflect vacant positions with interchangeable classes at the minimum step of the: (a) lowest salary range for groups consisting of two classes, (b) middle salary range for groupings which contain an odd number of classes, or (c) lowest salary range of the lower of the two middle classes for groupings which contain an even number of classifications in excess of two.
- 13. Standard Abbreviations (Attachment C)**—Use only the abbreviations in the attached listing.
- 14. Salary Adjustments**—The 2015-16 funding adjustments for salary changes, including any General Salary Increases ratified by the Legislature, were centrally carried by Finance in the 2015 Budget Act. These salary adjustments will be distributed to departments through the Employee Compensation Adjustments BL, BL 15-19. Therefore, departments **must not** include any General Salary Increases within the 2014-15, 2015-16, or 2016-17 columns of the Schedule 7A. Collective bargaining agreements can be viewed on the CalHR website <http://www.calhr.ca.gov/state-hr-professionals/Pages/bargaining-contracts.aspx>.

Definitions of Totals and Subtotals:

1. **Totals, Authorized Positions**—Number of positions authorized by the Legislature. This must tie to the reconciled Schedule 8 Summary (Form 33).
2. **FI\$Cal Current Service Level Adjustment**—Difference between Totals, Authorized Positions and position equivalent in Hyperion as of 2015 Budget Act.
3. **Baseline Positions**—Position equivalent and associated salaries and wages in Hyperion as of 2015 Budget Act. Information to be provided by your Finance Budget Analyst.
4. **Subtotals**—Include the following subtotal lines below the **BASELINE POSITIONS** line:
 - Regular/Ongoing Positions
 - Temporary Help
 - Overtime

Do not include a subtotal line that displays zero for positions and dollars for all three years.
5. **Budget Position Transparency**—Adjustment pursuant to CS 4.11. Instructions to calculate this adjustment will be provided in an upcoming BL.
6. **Baseline Budgeted Positions**—Sum of Baseline Positions and Budget Position Transparency.

If you have any questions regarding this BL, please contact your Finance budget analyst.

/s/ Bill Steffenhagen for

Veronica Chung-Ng
Program Budget Manager

Attachments

Sample Salaries and Wages Spreadsheet

LJE

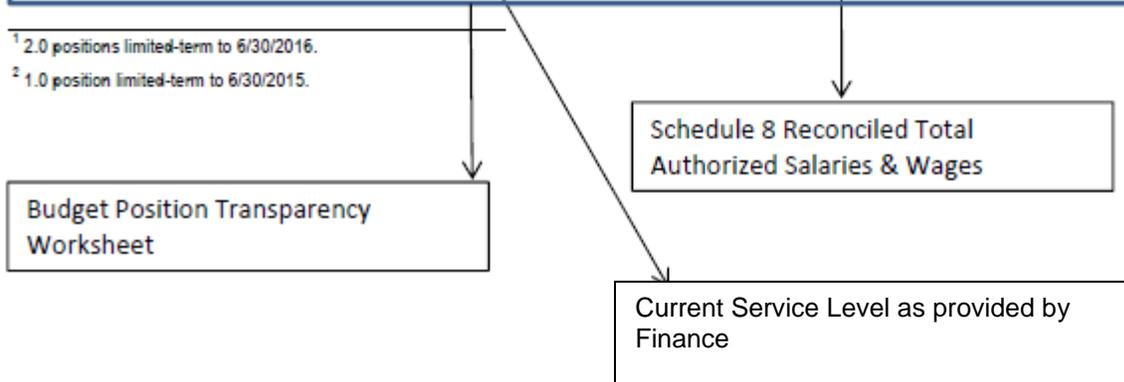
3999 DEPARTMENT OF AIR QUALITY

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ORGANIZATIONAL UNIT Classification	NUMBER OF POSITIONS			EXPENDITURES		
	Filed 2014-15	Authorized 2015-16	Proposed 2016-17	Actual 2014-15 (Salary Range)	Estimated 2015-16	Proposed 2016-17
Administration						
Exec Director	1.0	1.0	1.0	\$9,215-10,268	\$123,204	\$123,204
C.E.A. A	1.0	1.0	1.0	7,815-8,874	106,488	106,488
Treasury Prog Mgr II	1.0	1.0	1.0	5,857-7,276	87,312	87,312
Treasury Prog Mgr I	2.0	2.0	2.0	5,079-6,311	137,912	139,728
Assoc Treasury Prog Officer ¹	7.0	7.0	7.0	4,400-5,508	434,887	443,415
Admin Asst II	1.0	1.0	1.0	4,400-5,508	66,096	66,096
Exec Asst	1.0	1.0	1.0	3,288-4,116	49,392	49,392
Staff Services Analyst ²	2.0	2.0	2.0	2,817-4,579	93,528	98,206
Office Techn-Typing	0.7	1.0	1.0	2,686-3,362	33,706	35,391
Temporary Help	0.2	0.5	0.5	(21,082)	13,220	13,220
Overtime	-	-	-	(168)	-	-
TOTALS, AUTHORIZED POSITIONS	16.9	17.5	17.5	\$1,134,732	\$1,145,745	\$1,162,452
Fi\$Cal Current Service Level Adjustment	-	-	-	-	10,255	-6,452
BASELINE POSITIONS	16.9	17.5	17.5	\$1,134,732	\$1,156,000	\$1,156,000
<i>Regular/Ongoing Positions</i>	<i>16.7</i>	<i>17.0</i>	<i>17.0</i>	<i>1,113,482</i>	<i>1,142,780</i>	<i>1,142,780</i>
<i>Temporary Help</i>	<i>0.2</i>	<i>0.5</i>	<i>0.5</i>	<i>21,082</i>	<i>13,220</i>	<i>13,220</i>
<i>Overtime</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>168</i>	<i>-</i>	<i>-</i>
Budget Position Transparency		-1.0	-1.0		-30,000	-42,000
BASELINE BUDGETED POSITIONS		16.5	16.5		\$1,126,000	\$1,114,000

¹ 2.0 positions limited-term to 6/30/2016.

² 1.0 position limited-term to 6/30/2015.



**DOCUMENTS USED IN THE DEVELOPMENT
OF THE SALARIES AND WAGES PUBLICATION**

Schedule 7A Spreadsheet—The Schedule 7A spreadsheet represents a summary listing of all authorized regular/ongoing positions by classification within each reporting unit as of a specified point in time. The Schedule 7A spreadsheets display position information authorized as of June 30, 2015.

Schedule 8—A listing of approved established regular/ongoing positions with related personnel information, including past year expenditures by class code and estimated expenditures for the current and budget years for each position.

Supplementary Schedule 8—A listing of current year and budget year information on employees for which there are no established positions (by Standard Form 607 action) to continue beyond June 30 of the past year or for those positions with an abolished, or a non-existent class code. Past year expenditures, if any, for these employees are displayed on the Schedule 8.

Blanket Position Expenditure Report—A listing of established blanket numbers (for overtime, temporary help, seasonal, etc.) with the corresponding dollars and personnel years expended and the remaining balance.

Standard Form 607—Standard 607 position documents received by the SCO by June 15 are normally reflected on the SCO's reports.

Schedule 8 Summary Reconciliation (Form 33)—This summary schedule is prepared by departments to reconcile the total authorized number of positions listed in the 2014-15 Governor's Budget as amended by the Legislature's actions and the Governor's vetoes. Form 33 can be found here: <http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std033.pdf>

These amendments are reflected in the Final Change Book. Differences in the number of positions are to be explained with references to documents which support the changes (see SAM Section 6448).

ATTACHMENT C
BL 15-20

Word *Abbreviation*
 academic aad
 academic year acad yr
 account(s) acct(s)
 accounting acctg
 administrative adm
 administration admin
 advisor advr
 affairs affs
 agricultural agric
 agriculture agri
 and &
 appointment appt
 apprentice apprt
 assessment assess
 assistant asst
 associate assoc
 attorney aty
 automotive auto
 bilingual—bicultural bi/bi
 biology biol
 board bd
 branch br/brch
 building bldg
 bureau bur
 business bus
 Dept of Transportation Caltrans
 captain capt
 career executive appointment .. C.E.A.
 center cntr/ctr
 certification cert
 chemistry chem
 clerk clk
 compensation comp
 conservation cons
 construction constrn
 control cntrl
 coordinator coord
 corporate corp
 corrections corrs
 correctional corr
 county co
 criminal crim
 curriculum curr/curric
 data processing DP
 department dept
 departmental deptl
 deputy dep
 determination(s) determ(s)
 development dev/developmt
 developmental develmtl
 disability dis
 dispatch disp
 district dist
 division div
 drafting drftg
 duplicating dup
 economic econ
 education ed/educ

Word *Abbreviation*
 electrical elec
 electronic data processing EDP
 employee and employer emp/emp
 employment empt
 engineer engr
 engineering engrng
 environment envirm
 environmental envirtl
 equal employment opportunity ... EEO
 equipment equip
 evaluation eval
 examination exam
 executive exec
 federal fed
 federal fund FF
 field fld
 general gen
 government gov
 governmental govtl
 handicap hdcp
 health hlth
 high occupancy vehicle HOV
 highway hwy
 hospital hosp
 hydraulic hyd
 hydroelectric hyd
 identification id
 information info
 inheritance inh
 inspector insp
 institutional instl
 instruction inst
 instructional instl
 insurance ins
 intergovernmental intergovtl
 intermediate inter
 international intntl
 junior jr
 laboratory lab
 leadership ldrshp
 legislative legis
 level of care LOC
 licensing lic
 lieutenant lieut
 machine mach
 maintenance maint
 management mgt/mgmt
 manager mgr
 managerial mgrl
 mechanical mech
 medical med
 member mbr
 month mo
 mountain mt
 nonsupervisory nonsuprvy
 occupational occ
 office ofc
 officer off/ofcr

Word *Abbreviation*
 operations ops/oper(s)
 operator opr
 organization org
 personnel pers
 pesticide pest
 physical phys
 planner plnr
 planning plan
 power pwr
 prevention prev
 principal prin
 processing proc
 production prod
 professional(s) prof(s)
 program(s) pgm/prog(s)
 project proj
 property prop
 psychiatric psych
 public pub
 recreation recr
 record(s) recd(s)
 registration regis
 regulatory reg
 rehabilitation rehab
 reimbursement reimb
 representative rep
 reproduction reprod
 residential res
 retirement ret
 river rvr
 secretary secty
 section sec/sect
 senior sr
 sergeant sgt
 service(s) svc(s)
 social soc
 southern so
 specialist spec
 standards stds
 statistics stat
 stenographer steno
 subdivision sub
 superintendent supt
 supervising supvng
 supervisor supvr
 supervisory supvry
 system(s) sys(s)
 technical tech
 technician techn
 technology tech
 telecommunication telecomm
 television TV
 training trng
 transportation transp
 veterinary vet
 vice president VP
 vocational voc