

To: PERSONNEL MANAGEMENT LIAISONS

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**THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:**

**PLEASE DISTRIBUTE A COPY OF THIS MEMO AND  
ATTACHMENTS TO YOUR DEPARTMENT PERSONNEL OFFICE**

**Subject: Effective Dates for 625 Requests**

The purpose of this memo is to clarify DPA's existing policy and standards regarding effective dates for allocation decisions which require DPA review (Form 625). Since DPA's assumption of the classification function, the 625 form has been revised to focus on classification review rather than the appointment process. Also, more emphasis has been placed on fiscal and labor relations factors. This memo will provide departments with specific standards and direction for submitting 625s; particularly those which request backdates beyond 60 days.

Government Code Section 19818.14 allows DPA to delegate allocation decisions to departments. Consistent with this statute, the Modified Classification Review (MCR) program defines several different levels of position allocation delegation; although, departments must submit 625s to DPA in the following circumstances: (1) allocations to classes with an "MCR NONE" designation; (2) allocations to "MCR II" classes when the positions are either newly established or have experienced a change in duties or reporting relationships since the initial allocation; and (3) when an effective date is backdated more than 60 work days, regardless of MCR designation.

In conjunction with 19818.14, Section 19818.12 allows departments to establish and allocate new positions within budgetary authority and funding capability. When 625s are required, this Section states that they should be promptly submitted to DPA so that the new positions may be properly classified. DPA interprets this Section to mean that all allocation decisions and the resulting paperwork should be completed within reasonable proximity of their effective dates (15 work days).

Based on the above, timely 625s are those with effective dates that are no more than 15 work days prior to DPA's receipt. 625s with effective dates beyond 15 work days are considered exceptions and departments must demonstrate that as of the requested effective date:

1. The duties existed and were consistent with the requested class;
2. The incumbent was performing the duties of the requested class;
3. For new positions, the Department of Finance had approved funding.

**NOTE:** While funding and eligibility matters are within DOF's and SPB's jurisdictions, respectively, DPA analysts may request copies of 607s and list certifications if it appears that other DPA program areas are affected (e.g., out of class).

In addition to the above, departments requesting backdates beyond 60 work days must explain the circumstances which resulted in the need for the backdate and provide the following information: (a) what was said or written to the employee; (b) how the department notified the employee of the assignment in question; and (c) what were the expectations of the employee. Documentation of this nature will facilitate DPA's review and is especially important when the duties have been assigned and performed prior to either DOF approval or the employee's list eligibility. Since DPA will not approve effective dates which precede either of these dates, requests like this may have out-of-class ramifications which must be addressed before a final decision is made on the backdate request.

If the backdate is denied or not approved as requested, the CCD analyst will inform the department of the reasons for the decision. If a different effective date is approved, the CCD analyst will change the 625 accordingly. Once approved, a copy of the 625 will be returned to the requesting department.

If you have any questions regarding this memo, please contact your DPA analyst.

*George P. Lloyd*

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Classification and Compensation Division