

STATE CONTROLLER'S OFFICE
PERSONNEL/PAYROLL SERVICES DIVISION
P. O. BOX 942850
Sacramento, CA 94250-5878

DATE: November 6, 2014

PERSONNEL LETTER #14-020

TO: All Agencies/Campuses in the Uniform State Payroll System
(Decentralized Security Monitors and Authorizing Managers)

FROM: Lisa Crowe, Chief
Personnel/Payroll Services Division

RE: **2015 DECENTRALIZED DEPARTMENTS/CAMPUSES ANNUAL STATEMENT OF SELF-CERTIFICATION, DECENTRALIZED SECURITY SITE VISITS, AND REVISED SECURITY MANUAL**

Annual Self-Certification (Reminder)

All Decentralized Departments/Campuses are responsible to annually certify that they are in compliance with the Security Program standards. The Security Monitor and appropriate level managers should review the Decentralized Security Program Manual and apply the standards and procedures to their respective decentralized site, as well as review the Decentralized Security Guidelines once a year with staff.

The Annual Statement of Self Certification form, PPSD 41, is due to the SCO Decentralized Security Administrator by January 31 each year. We suggest that a copy of this completed form be retained by the department/campus for future reference.

If the decentralized Department/Campus is not in compliance with the restrictions and rules set forth in the PPSD Decentralized Security Program Manual and the California Information Practices Act, a letter explaining the deficiencies and a corrective action plan should be sent to the Decentralized Security Administrator by January 31, 2015.

Annual Statements of Self-Certification not received by January 31, 2015, will be considered in non-compliance of the Personnel Payroll Services Division Decentralized Security Program and Guidelines and the California Information Practices Act.

NOTE: Failure to provide the Annual Statement of Self-Certification by January 31, of each year will result in the revocation of access for all office staff.

Decentralized Security Site Visits

The Decentralized Security Administrator will set appointments for site and security information visits with Department/Campus representatives (including organizational Security Monitors, Personnel Offices, Divisional and Departmental Management). The purpose of these site visits is to discuss measures and interventions for protecting sensitive confidential data, and will include the following.

- Ensure Security measures are in place
- Meet Security Monitors and Authorizing Managers
- Answer questions about forms
- Gain a better understanding of the sections/units within the departments that access the SCO systems.

Revised Security Manual

On January 2, 2015, a revised Decentralized Security Program Manual will be sent to all Department/Campus Security Monitors and Authorizing Managers via email. Please verify that Security Monitors and Authorizing Managers email addresses are current. If you have a change in authorizations or emails please send a new PPSD 40 as soon as possible.

If you have any questions regarding this letter, please contact Todd Soto at (916) 322-3055 or by email at tsoto@sco.ca.gov, or David Avila at (916) 322-3987 or by email at davila@sco.ca.gov.

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