February 1, 2011

VICE CHANCELLOR – ADMINISTRATION & FINANCE

RE: Delegations of Authority held by the former Vice Chancellor – Administration position

This is to confirm that all Presidential delegations of authority (listed below) formerly held by the Vice Chancellor – Administration position, are now re-delegated to the position of Vice Chancellor – Administration & Finance, effective immediately.

DA 0124 Authority to sign Documents in Connection with use of Alcohol
DA 0303 Authority to Adopt Traffic Regulations
DA 0342 Payroll Deductions for Charitable Contributions
DA 0349 Health Service Fees for Summer Session Students
DA 0415 Found and Unclaimed Property
DA 0447 Minimum Benefit Criteria for Health Insurance Coverage of Foreign Students
DA 0483 Release of University Surplus Property
DA 0554 University Approval of Liquor Licenses for Campus Facilities
DA 0782 To File Actions in Small Claims Court
DA 0828 Classification Authority for Staff Personnel Positions (Pending Union Negotiations)
DA 0864 Policy to Permit Use of the University’s Name
DA 0865 Policy to Permit Use of the Unofficial Seal
DA 0881 Salary Advances to newly Employed Aliens
DA 0882 Approval of Individual Exceptions Regarding Premium Overtime
DA 0886 Demotion or Downward Reclassification, Exceptions to Adjustment Upon
DA 1058 Execution of Agreements
DA 1064 Third Party Agreements, University Vanpool Programs
DA 1084 Compensation for Administrative and Professional Staff (A&P) Health Care Titles
DA 1097 Claims against Debtors in Bankruptcy and against Estates
DA 2027 Authorization to Implement Revised UC Relocation Regulations
DA 2055 Declaration of Official Intent to Reimburse Capital Expenditures from Proceeds of Indebtedness
DA 2068 Uniform Replacement Allowances (Staff policy 35)
DA 2069 Reduced Fee Enrollments – Exceptions to Staff Policy 51
DA 2070 Exceptions to Staff Policy 30.1, Restrictions (Additional Compensation)
DA 2071 Compensation for Overtime, Exceptions to Staff policy 32.C
DA 2073 Compensation for Holiday Work, Exceptions to Staff Policy 40.D.2
DA 2074 Ancillary Pay Practices
DA 2075 Classification Authority for Professionals/ Support Staff and Manager/
Senior Professional Positions
DA 2076 Fair Labor Standards Act (FLSA) Exemption Status
DA 2085 Establishment of Catastrophic Leave Sharing Program
DA 2096 Execution of Certifications of Application for Hazard Mitigation Grant Program
(HGMP)
DA 2100 Execution of Purchase Contract, Subcontracts, and Standard Purchase Orders for
Materials, Goods and Services to be Supplied to the University
DA 2106 To Enter into Written Agreements with Local Law Enforcement Agencies
Consistent with California Education Code Section 67381
DA 2196 To Write Off Bad Debts
DA 2222 To Approve Settlements of Claims and Separation Agreements With a Value of
$100,000 or Less and Voluntary Separation Program Agreements of Less Than
$50,000
DA 2229 Transfer of Funds for Minor Capital Improvement Projects
DA 2230 Amendments to the Capital Improvement Program for Non-State Funded Minor
Capital Improvement Projects with a Total Project Cost Not to Exceed $750,000, for
Non-State-Funded Major Capital Improvements with a Total Project Cost Not to
Exceed $5,000,000

Any re-delegation of the above authorities shall be in writing, with a copy to the Campus
Delegations of Authority Coordinator. Please contact Campus DA Coordinator Cindy Major,
Chancellor's Communications and Resource Center, @ 2-3115 or cmajor@berkeley.edu with any
concerns you may have regarding these delegations of authority.

Yours sincerely,

Robert J. Birgeneau

cc: Associate Chancellor R. FitzPatrick
    Associate Chancellor L. Williams
    Chief Campus Counsel C. Patti
    Director - Audit & Advisory Services W. Riley
    Campus Delegations Coordinator C. Major
December 4, 1984

CHANCELLORS/
SENIOR VICE PRESIDENT — ADMINISTRATION
VICE PRESIDENT — AGRICULTURE AND NATURAL RESOURCES

Delegation of Authority — Classification Authority for Staff Personnel Positions

As stated in Staff Personnel Policy 300, it is University policy to classify staff personnel positions on the basis of duties and responsibilities. Effective October 1, 1983, the following sets forth responsibilities and authorities for the administration of that policy.

Senior Vice President—Administration

The Senior Vice President—Administration is responsible for all aspects of the classification function requiring systemwide action or approval, which includes:

1. establishing and revising classes, titles, codes, and salary ranges;

2. establishing and revising class specifications and classification standards for all classes; and

3. approving the allocation of positions to classes for which class specifications have not yet been determined.

Chancellors, Senior Vice President — Administration, Vice-President — Agriculture and Natural Resources

Each of you in your respective areas of responsibility — campuses, Office of the President, and Cooperative Extension — is responsible for the classification of staff personnel positions under your jurisdiction and each is authorized:

1. to allocate positions to classes within class specifications as established by the Senior Vice President — Administration;
2. to delegate authority to the Personnel Manager or other responsible administrator to allocate positions within class specifications as established by the Senior Vice President—Administration;

3. to grant individual classification exceptions to class specifications; and

4. to establish unclassified positions within the Chancellor's office and within each Vice President's office with salaries not to exceed the salary range maximum for the Administrative Analyst Class. The Senior Vice President—Administration and the Chancellors of the Berkeley and Los Angeles campuses are authorized to establish two such unclassified positions each; other Vice Presidents and the Chancellors of other campuses are authorized to establish one such position each. In all cases, Chancellors and Vice Presidents have authority and responsibility for appointment rates and changes in rate of pay; rates above the salary range maximum for the Administrative Analyst class require approval of the Senior Vice President—Administration.

**Classification Exceptions**

Exceptions to class specifications may be made for individual positions (not for groups of positions) only as an interim or temporary measure while revisions of class specifications and classification standards are under development or review. Classification exceptions shall expire after two years, except for those in effect on April 8, 1983 which shall continue as long as a then-current incumbent remains in the position. When sufficient job comparisons are not available within the organization, you may obtain advice on the application of class specifications and classification standards from the Assistant Vice President—Employee Relations.

**Financing**

Funds to finance classification adjustments shall be provided from authorized budgets under the jurisdiction of the respective Chancellor or Vice President.
Reports

1. Classification Exceptions

Full information concerning any classification decision which involves an exception to class specifications shall be maintained in each Personnel Office and transmitted to the Assistant Vice President--Employee Relations in a report to be submitted annually in September. Information concerning staff positions classified as exceptions to class specifications and the justification for each such exception shall be made available to the Assistant Vice President--Employee Relations upon request.

2. Special Report on Initiation of Use of Established Classes

When an established class is to be used which has not been used previously, the Senior Vice President--Administration shall be notified immediately and a position description card of the position as it will be used shall be forwarded to that office. If there are questions concerning the appropriateness of the new class, advice should be sought from the Assistant Vice President--Employee Relations before taking action.

Any redelegation of the authority to the Personnel Manager or other responsible administrator as specified shall be in writing with copies to the Assistant Vice President--Employee Relations and the Director--Coordination and Review.

This letter supersedes President Saxon's letter to Chancellors, Vice President--Academic and Staff Personnel Relations, Vice President--Agriculture and University Services, and Vice President--Financial and Business Management of April 8, 1983 on this same subject.

cc: Laboratory Directors
    Members, President's Cabinet
    Assistant Vice President--Employee Relations
    Director--Coordination and Review
    Principal Officers of The Regents

David Pierpont/Gardner