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BERKELEY
Office of Human Resources
207 University Hall #3540
510-642-4947

November 6, 2006

OFFICE OF THE CHANCELLOR		
NAME	DATE	INITIAL

To: Vice Chancellor Padilla
From: Jeannine Raymond, [redacted]
Assistant Vice Chancellor, Human Resources

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Info to _____

11-6-06

Subj: Classification Delegation Authority for Student Affairs Human Resources Director Gary Lee

*DA
*reclass
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affairs

In response to the May 2006 request, Compensation Director Rich Lau and his staff provided the training necessary for delegated classification authority to Human Resources Director Gary Lee.

I understand that the following training was conducted by Compensation Consultant Ann-Marie Odling during a three-hour session held on June 13, 2006 in OHR. Training included the following:

- Discussion of Campus and System-wide classification and compensation policies and procedures;
- Discussion of campus classification concepts and matrices related to the classification and compensation of designated positions within Student Affairs;
- Discussion of the role and authority to classify positions; and
- Training in the evaluation and classification determination of positions in the following job family series and select job titles:
 1. Clerical/Administrative - (--) Assistant I - III and Supervisor I - III (4722C - 4728U)
 2. Administrative Specialist (7646U)
 3. Administrative Analyst series - (7241U- 7244U)
 4. Student Affairs Officer I - V (4351U - 4355U)
 5. Computer Resources Specialist I - II and Supervisor I - II (4802U - 4805C)
 6. Programmer Analyst I and II and Programmer Analyst II - Supv. (7602U - 7604U)
 7. Laboratory Helper (9606C)

A four-month period - June 13, 2006 through October 16, 2006 - was set by Consultant Odling for monitoring and reviewing of all subsequent classification actions and decisions made by Human Resources Director Lee to ensure understanding and completion of the classification policies, practices and review process.

Based on the completion of this training, I hereby certify Human Resources Director Gary Lee is delegated authority to classify positions for Student Affairs as specified in the training guidelines.

c: HR Director Lee
Compensation Director Lau

JR/rl/sd/amo

Scanned