

DA 0828

UNIVERSITY OF CALIFORNIA, BERKELEY

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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&PS) 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.L, Restrictions (Additional Compensation)

027

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April 3, 1995

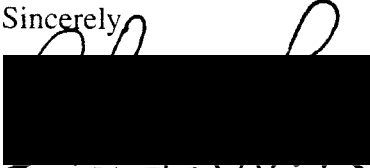
VICE CHANCELLOR HORACE MITCHELL
Business and Administrative Services

Dear Horace:

In accordance with President Gardner's letter of December 4, 1984 concerning *Classification Authority for Staff Personnel Positions*, to Chancellors et al, you in your position as Vice Chancellor-Business and Administrative Services, are redelegated the authority delegated to Chancellors under the terms of the December 4, 1984 letter, attached.

This redelegation, which supersedes the redelegation of October 14, 1994 to Acting Vice Chancellor-Business and Administrative Services Leroy Bean, shall become effective immediately.

Sincerely


Chang-Lin Tien
Chancellor

Attachment: President Gardner letter of December 4, 1984 - DA 0828

- cc: Senior Vice President, Business and Finance Kennedy
- General Counsel of The Regents Holst
- Treasurer of The Regents Gordon
- Secretary of The Regents Trivette
- Special Assistant-Coordination and Review Gardner
- Associate Vice Chancellor, Business, Planning, Design & Construction Bean
- Director, Human Resources Gregory
- Coordinator, Delegations of Authority Baxter

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.


David Pierpont/Gardner

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