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)
Compensation for Overtime, Exceptions to Staff Policy 32.C
Compensation for Holiday Work, Exceptions to Staff Policy 40.D.2
Ancillary Pay Practices
Classification Authority for Professionals/Support Staff and Manager/Senior Professional Positions
Fair Labor Standards Act (FLSA) Exemption Status
Establishment of Catastrophic Leave Sharing Program
Execution of Certifications of Application for Hazard Mitigation Grant Program (HGMP)
Execution of Purchase Contract, Subcontracts, and Standard Purchase Orders for Materials, Goods and Services to be Supplied to the University
To Enter into Written Agreements with Local Law Enforcement Agencies Consistent with California Education Code Section 67381
To Write Off Bad Debts
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
Transfer of Funds for Minor Capital Improvement Projects
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,

Robett J. Birgeneau

cc: Associate Chancellor B. FitzPatrick
    Associate Chancellor L. Williams
    Chief Campus Counsel C. Patti
    Director - Audit & Advisory Services W. Riley
    Campus Delegations Coordinator C. Major
Vice Chancellor - Administration

Re: Delegation of Authority 2075 - Classification Authority for Professional/Support Staff Positions and Manager/Senior Professional Positions

Effective immediately, I am redelegating DA 2075 to the position of Vice Chancellor - Administration. In accordance with Staff Policy 36 and the attached letter from President Richard C. Atkinson, you are authorized to:

- establish methodologies for evaluation and classification of positions;
- assign positions to salary ranges;
- establish and revise class specifications and classification standards;
- approve the allocation of positions to classes with class specifications and also for which class specifications have not yet been determined; and
- grant individual classification exceptions to class specifications.

This delegation is effective immediately and supersedes any other previous delegation. You may redelegate this authority in writing to specific designees, but the authority may not be redelegated.

Please contact Campus Delegations Coordinator Cindy Major in the Chancellor’s Communications and Resource Center at 642-3115 or via email to cmajor@berkeley.edu with any concerns you may have regarding this delegation of authority.

With warm regards.

Yours sincerely,

Robert J. Birgeneau

Attachments

cc: Universitywide Policy Coordinator Nancy Capell
Associate Chancellor John Cummins
Audit and Auditing Services Director Stephanie Siri
Campus Delegations Coordinator Cindy Major
Delegation of Authority--Classification Authority for Professional/Support Staff Positions and Manager/Senior Professional Positions

In accordance with Staff Policy 36, effective July 1, 1996 and within your respective areas of responsibility, you are authorized to:

1. establish methodologies for evaluation and classification of positions;
2. assign positions to salary ranges;
3. establish and revise class specifications and classification standards;
4. approve the allocation of positions to classes with class specifications and also for which class specifications have not yet been determined; and
5. grant individual classification exceptions to class specifications.

This classification authority applies to Professional/Support Staff positions and Manager/Senior Professional positions.

Budgetary support for classification actions shall be provided from authorized budgets under the jurisdiction of the respective Chancellor or Vice President.

Copies of campus implementing procedures shall be forwarded to the Assistant Vice President--Human Resources.
Any redelegation of this authority to the Human Resources Director or other responsible administrator, as specified, shall be in writing with copies to the Assistant Vice President--Human Resources and the Special Assistant--Coordination & Review.

Sincerely,

[Signature]

Richard C. Atkinson
President

cc: Members, President's Cabinet
    Assistant Vice President Levin
    Special Assistant Gardner
    Principal Officers of The Regents