

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Delegation of Personnel Management Functions	REFERENCE NUMBER: 2005-012
DATE ISSUED: 03-25-05	SUPERSEDES:

This memorandum should be forwarded to:

Personnel Officers

FROM: Department of Personnel Administration
Office of the Director

CONTACT: Policy and Operations Division
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Effective April 1, 2005, DPA will delegate responsibility to departments for many personnel management functions currently handled by our Policy and Operations Division (POD), such as position allocation and hiring-above-minimum. For a complete list of the delegated functions, including actions that still require DPA approval, please refer to the attached chart.

This expansion of our current delegation program is intended to give departments greater flexibility and control over personnel operations. We also expect this change will result in more timely processing of routine personnel matters, given that your department has more immediate access to the information needed for making appropriate personnel management decisions. It also allows us to redirect some POD staff to broader strategic issues, such as workforce planning, service-wide classification, and compensation studies.

DPA staff will continue to provide consultation and oversight regarding all delegated functions, particularly on positions that don't meet established allocation criteria. ***You must continue to come to DPA for approval of all exceptions to established criteria and those that don't clearly meet the standards.***

To assist you in carrying out these functions, DPA also will provide specialized online training and resource materials on our Web site. For instance, we're preparing to post a user-friendly version of our *Classification & Pay Guide* on the Personnel Information Exchange (PIE).

Implicit in this increased delegation of authority is that your department will be responsible for ensuring the integrity of the State's overall personnel classification system and engaging in sound personnel management practices.

In conjunction with this expanded delegation, DPA will implement a review program to ensure consistent statewide application of position allocation guidelines, personnel management practices, and policies established by control agencies. We expect to implement this review program by the end of the current fiscal year, at which time departments will be held accountable for actions taken under the expanded delegation. Based on legal requirements and prior experience with delegation, program reviews are needed to ensure departmental accountability and compliance with laws, regulations, and personnel program policies.

We've tentatively planned some initial program reviews prior to July 2005; after that, we'll establish a program review schedule for all agencies. If, in the course of conducting a program review, DPA discovers an illegal or improper appointment, wrongful position allocation, incorrect pay, etc., we will work with the department's management to determine appropriate corrective action. Corrective action plans will be mutually developed by the entities involved in the program review process.

When feasible, we will solicit departmental involvement in conducting program reviews. This will provide direct training and mentoring opportunities for staff in departmental personnel offices.

DPA's program reviews also will serve as a vehicle for departments to share best practices. Participants will have the opportunity to highlight effective personnel programs and policies and identify areas where there's a need for further training, classification changes, or other program adjustments.

We recognize this expanded delegation may require significant adjustments in your personnel operations. Your DPA analyst is ready to work with you to help ensure a successful transition and also to get your input for process improvements. Please call your DPA analyst or Personnel Services Branch representative if you have any questions or comments.

/s/ William A. Avritt

William A. Avritt
Chief Deputy Director

Personnel Management Delegation Program Parameters Effective April 1, 2005

Topic	Delegation Provided	DPA Approval Required	Relevant References	DPA Contact for Exceptions or Questions
Hire Above Minimum (HAM)	All departments have delegated authority to approve HAMS for extraordinary qualifications, former legislative employees, and former exempt employees.	Exceptions must be approved by the Department of Personnel Administration (DPA).	C&P Guide Section 250	Personnel Services Branch (PSB)
Red Circle Rate	All departments have delegated authority to approve red circle rates for general Civil Service employees and Career Executive Assignment (CEA) positions (90 days).	Civil Service red circle rates are prohibited during fiscally driven layoffs. Benefits cannot be red circled.	C&P Guide Sections 260 and 440	PSB
Exception to the Salary Rules	All departments have delegated authority to approve an exception to the salary rules under the following circumstances: when there is a salary loss upon transfer to a deep class; when there is a reappointment or reinstatement without a break in service.		DPA Rules 599.674-599.676	PSB
Administrative Time Off (ATO)	All departments have delegated authority to approve up to 30 days of ATO.	DPA must review ATO that exceeds 30 days.	Government Code (GC) 19991.10	PSB
Out-of-Class (OOC)	All departments have delegated authority to approve assignments as provided in the Bargaining Unit Contracts. For supervisory to supervisory or supervisory to managerial OOC assignments, departments may approve OOC for up to one year.	Managerial to managerial OOC assignments must come to DPA for preapproval. The GC does not allow for departments to provide OOC pay that exceeds one year.	C&P Guide Section 375	C&P Analyst
Special Consultant	All departments have delegated authority to approve Special Consultants for situations that meet the guidelines.	DPA must review all exceptions, including salaries that exceed the maximum specified in the C&P Guide. Departments need to coordinate with the State Personnel Board (SPB). Any special consultant used pending exempt appointments must be approved by the DPA Exempt Unit.	C&P Guide Section 340	C&P Analyst or Exempt Unit

Personnel Management Delegation Program Parameters Effective April 1, 2005

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Position Allocation	All departments have delegated authority to approve position allocation decisions that meet the guidelines for most all classifications.	DPA approval is required for the following: Staff Services Manager I (Specialist), Staff Services Manager II (Specialist), Staff Services Manager III (Specialist), Data Processing Manager IV, Staff Counsel IV. Departments must check with their C&P analyst to clarify delegation for approving headquarters peace officer positions. All exceptions to established criteria must continue to come to DPA for review and approval.	C&P Guide Sections 300, 320, and 335	C&P Analyst
Career Executive Assignment (CEA)	All departments may directly submit requests to establish new CEA positions to SPB with a concurrent copy (that includes a 625 cover sheet) sent to DPA for processing.	All changes to salary caps must come to DPA for approval. All exceptions to established CEA levels criteria must continue to come to DPA for review and approval.	C&P Guide Sections 400 to 499 PML 98-007	C&P Analyst
Class Modification	All departments can submit staff Board Items directly to SPB with a copy sent to DPA.	Non-hearing and Hearing Board Items must be submitted through DPA. DPA will handle all contact with the unions on all staff Board items.	C&P Guide Sections 100 to 199	C&P Analyst
Class Establishment		All Non-hearing and Hearing Board Items either establishing new classes or revising existing classes will be submitted through DPA.	C&P Guide Sections 100 to 199	C&P Analyst
Audit Requirements	All departments are required to keep proper documentation of all delegated decisions according to the requirements outlined in the C&P Guide sections for the above topics. All departments are required to submit a complete set of organization charts annually on July 1, and prior to any major reorganization.		Various	C&P Analyst or PSB
Staff Reductions/Layoffs		All delegated functions are subject to cancellation during a staff reduction or layoff per discussions with departmental C&P representative and/or the Department of Finance (DOF) budget instructions.	Various	C&P Analyst or DOF Instructions