

# The Delegation Process

Presented by  
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# Objectives

- Understand Delegation
- Understand Delegation Requirements
- The Future of Delegation



# Why Delegate?

- GRP 1 vision:

*“more delegated decision-making to line agencies under a system of unified oversight, transparency and accountability”*

- Creates efficiencies at department level
  - Allows CalHR to shift focus to bigger picture
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# Delegation Project 2013 - 2015

- Two-year project to improve HR
- 150 departments received training in 6 waves
- Delegation scope covered:
  - CEA levels and salaries
  - Exceptional Allocations
  - Unlawful Appointment investigations/resolutions

# Delegation Reporting

- Report all 3 aspects at once
- Reports due by 10<sup>th</sup> of each month
- Reporting period is the prior calendar month
- Reports submitted via email to PMD analyst, with CC to Delegation inbox
- “Negative reporting” required, if no activity

# Delegation Accountability

- Documentation and records required
- CalHR review
  - Monthly Delegation Reports
  - SCO data
- Audit
  - “Spot Audits”
  - Human Resources Delegation Audit
- CalHR evaluates department compliance

# Delegation Renewal Procedure

- CalHR compliance evaluation determines renewal
- Delegation Agreements – annual re-signing
- CalHR initiates renewal
- Renewal schedule in waves



# Delegation Renewal Schedule

Wave 1 – February 29, 2016 (2<sup>nd</sup> renewal)

Wave 2 – July 31, 2015

Wave 3 – September 30, 2015

Wave 4 – November 30, 2015

Wave 5 – February 29, 2016

Wave 6 – May 31, 2016

# What about General Salary Increases?

- GSI expected effective July 1, 2015
- CalHR will initiate CEA salary cap upon GSI
- CEA GSI implementation via Delegation Agreement Addendums
- CalHR will provide new monthly worksheets



# What's on the horizon?

- Web portal planned
- New Process for CEA establishment
- Phase II of Delegation



# Contacts and Resources

- Website: [www.calhr.ca.gov/state-hr-professionals/Pages/delegation.aspx](http://www.calhr.ca.gov/state-hr-professionals/Pages/delegation.aspx)

(CalHR.ca.gov > HR Professionals > Personnel Policies > Delegation Project)

- Delegation information
- Job aides

- Email: [Delegation.Project@calhr.ca.gov](mailto:Delegation.Project@calhr.ca.gov)



# Questions?

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