

**Department of Personnel Administration
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Delegation of Personnel Management Functions Update	REFERENCE NUMBER: 2005-025
DATE ISSUED: 08-09-05	SUPERSEDES:

This memorandum should be forwarded to:

Personnel Officers

FROM: Department of Personnel Administration
Classification and Compensation Division

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This memorandum is an update to the Department of Personnel Administration's (DPA) Personnel Management Delegation Program. The Classification and Compensation Division (CCD) has received many inquiries since the April 1, 2005 delegation of responsibility to the departments and has made the following modifications and clarifications:

- Backdating Appointments

This is a new function that is being delegated. All departments have delegated authority to backdate appointments up to 60 workdays. DPA must review backdates beyond 60 workdays regardless of Modified Classification Review (MCR) designation. This time frame is also in accordance with the State Personnel Board's policy on backdating appointments.

- Out-of-Class (OOC)

This is to clarify and add other types of "excluded employees" to the delegation. In addition to supervisory employees, all departments have delegated authority to approve OOC assignments for confidential and other non managerial excluded employees up to one year. Departments do not have authority to approve OOC assignments for managerial employees or to exempt positions.

- Position Allocation

The classes of Labor Relations Specialist, Labor Relations Manager I, and Labor Relations Manager II are designated MCR None and require DPA approval.

For classes designated MCR II (the specialist concept for the Staff Services Manager [SSM] I, SSM II, and SSM III classes) the departments will need to submit a Form 625 to request position allocation approval from DPA. This includes all existing SSM specialist allocations, if not initially approved by DPA.

When the initial allocation is approved by DPA and there is no change in duties or reporting relationship, DPA approval is not required to refill the position unless DPA has identified the position as an exception.

Attorney IV Level Allocations – Prior to the implementation of the Attorney IV Allocation Standards, PML 2001-001, the following departments were identified as a “IV Level Department” and were delegated authority to allocate positions to the Attorney IV level: Department of Justice/Office of the Attorney General, Department of Education, Department of Fair Employment and Housing, Department of Industrial Relations (Office of the Director and Division of Labor Standards Enforcement only), DPA, Department of Transportation, Franchise Tax Board, Office of the Legislative Counsel, Public Employees’ Retirement System, Public Utilities Commission, and the State Public Defender. These departments will continue to have delegation authority to allocate Attorney IV level positions. For all other departments, DPA approval is required for Attorney IV level position allocations in accordance with the Attorney IV Allocation Standards (including refills of positions with no change in duties or organization structure).

For a complete list of the delegated functions, please refer to the attached revised chart. Please call your DPA analyst or Personnel Services Branch representative if you have any questions.

/s/Daryll Tsujihara

Daryll Tsujihara, Chief
Classification and Compensation Division

Attachment

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
Backdating Appointments	All departments have delegated authority to backdate appointments up to 60 workdays.	DPA must review backdates beyond 60 workdays regardless of MCR designation.	C&P Guide Section 320	C&P Analyst
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, and for confidential and other nonmanagerial excluded employees, 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

Topic	Delegation Provided	DPA Approval Required	Relevant References	DPA Contact for Exceptions or Questions
Position Allocation	All departments have delegated authority to approve position allocation decisions that meet the guidelines for most all classifications. The following departments have delegated authority to approve position allocations to the Attorney IV level: DOJ/AG, CDE, DFEH, DIR (Office of the Director & DLSE only), DPA, CalTrans, FTB, Office of the Legislative Counsel, CalPERS, PUC, and State Public Defenders.	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, Labor Relations Specialist, Labor Relations Manager I, and Labor Relations Manager II. 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