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Coordination &amp; Review

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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;

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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.

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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