

MINUTE ITEM

2/6/74
WRA

19. AMENDMENTS TO DELEGATION OF AUTHORITY - W 9301.

After consideration of Calendar Item 20 attached, and upon motion duly made and carried, the following resolution was adopted:

THE COMMISSION:

1. AUTHORIZES AMENDMENTS TO PRIOR DELEGATIONS OF AUTHORITY RELATING TO GENERAL ADMINISTRATIVE MATTERS.
2. AUTHORIZES DELEGATIONS OF AUTHORITY SET FORTH IN EXHIBIT "A" ATTACHED AND BY REFERENCE MADE A PART HEREOF.
3. AUTHORIZES THE REDELEGATION OF AUTHORITY TO THE MANAGER, LAND OPERATIONS, IN EACH INSTANCE WHERE PREVIOUS REFERENCES HAVE BEEN MADE TO THE MANAGER, STATE LANDS PROGRAM.

Attachment:

Calendar Item 20 (3 pages)

AMENDMENTS TO DELEGATION OF AUTHORITY

The Commission, in accordance with law, provides for the redelegation of certain powers to the Executive Officer and staff of the State Lands Division. A general redelegation of authority was last made by Minute Item 24, pages 687-692 of the August 30, 1973, Commission meeting. This Commission action was subsequently followed by reorganization within the Division which transfers the accounting and personnel functions to the Sacramento Headquarters office from the Long Beach office. This necessitates that the Commission's delegation of authority be amended slightly to reflect this recent action. It is proposed that the Commission revise former delegations of authority relative to budget and fiscal, and personnel and payroll matters. This proposal will grant the Executive Officer specific authority to redelegate certain matters in the area of general administration. It also rescinds certain prior delegations in the area of general administration as of April 1, 1974. At that time, consolidation of the administrative functions will become fully operational in the Division's Sacramento office. It is also proposed that a minor amendment be effected which relates to a title change for the Manager, State Lands Program.

EXHIBIT: A. Delegations of authority for general administration relating to budget and fiscal, and personnel and payroll matters. (Changes are underlined.)

IT IS RECOMMENDED THAT THE COMMISSION:

1. AUTHORIZE AMENDMENTS TO PRIOR DELEGATIONS OF AUTHORITY RELATING TO GENERAL ADMINISTRATIVE MATTERS.
2. AUTHORIZE DELEGATIONS OF AUTHORITY SET FORTH IN EXHIBIT "A" ATTACHED AND BY REFERENCE MADE A PART HEREOF.
3. AUTHORIZE THE REDELEGATION OF AUTHORITY TO THE MANAGER, LAND OPERATIONS, IN EACH INSTANCE WHERE PREVIOUS REFERENCES HAVE BEEN MADE TO THE MANAGER, STATE LANDS PROGRAM.

Attachment: Exhibit "A"

EXHIBIT "A"

W 9301

II. Administration

A. Budget and Fiscal

The Executive Officer shall prepare, or cause to be prepared, all budgets, budget revisions and other fiscal documents necessary for the Division to carry out its activities subject to the following express provisions:

- a. Any proposed fiscal year budget must be approved by the State Lands Commission prior to submission to the Department of Finance.
- b. All contracts requiring approval of the Department of General Services shall be first approved by a resolution of the State Lands Commission.
- c. All actions taken shall comply with statutory authority and the State Administrative Manual.

The Executive Officer may redelegate the above authority, or such of its as he may deem appropriate, in writing to one or more of the following officers:

- a. Assistant Executive Officer
- b. Manager, Long Beach Operations
- c. Manager, State-Lands-Program Land Operations
- d. Associate Budget Analyst (Staff Services Coordinator)
- e. Manager, Fiscal Services

In addition to the above officers, the Executive Officer may redelegate in writing the Accounting Officer II and Accounting Officer III as authorized to sign purchase estimates, sub-purchase orders and supply orders and counter-sign checks drawn against any bank accounts maintained in the name of the Division or counter-sign for release or deposit of securities held by the State Treasurer's office.

As of April 1, 1974, delegations in the area of budget and fiscal matters to the Manager, Fiscal Services, and Accounting Officer III shall be void.

EXHIBIT "A" (CONTD)

B. Personnel and Payroll

The Executive Officer shall have supervision over all personnel and personnel matters in the Division subject to the limits of the approved budget and all other statutes, and rules and regulations governing State civil service employees. He may act as appointing power and take punitive actions against any employee of the Division as provided for in statute and the applicable rules and regulations.

At the Executive Officer's discretion, he may redelegate in writing any of the above functions or such of them as he may deem appropriate to one or more of the following officers with the exception that as of April 1, 1974, authority for delegation to the classification of Manager, Fiscal Services, shall be void:

- a. Assistant Executive Officer
- b. Manager, Long Beach Operations
- c. Manager, State-Lands-Program Land Operations
- d. Legislative Coordinator (Executive Assistant)
- e. Associate Budget Analyst (Staff Services Coordinator)
- f. Manager, Fiscal Services