

Authority & Reporting Levels Matrix

Revised 09/01/09

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CATEGORY / DOCUMENT	* Matrix Revised 09/09	Admin. Procedure	** AP Requires Update	Legal	Designated Staff	Department Head	AGM	GM	BOD	Designated employees	Date Line Item Revised on Matrix
A. Budget											
1 Capital Improvement Plan (CIP) Project						P	P	P	A		04/07
2 Two-Year Budget						P	P	P	A		
3 Budget Transfers		X-9									
a. Transfers up to \$10,000 within an AGM's department budgets that are between object codes within a budget category for the same department, excluding labor accounts. May not exceed 25% of total budget in either line item. (Transfers not required if overage is \$1,000 or less.)						P1/P2	A	I		P1=Originating Dept., P2=Fin. Dept I = GM to be sent a quarterly report from Finance (Rate & Financial Analyst) of all AGM-signed transfers over \$5k.	08/09 Change in reporting of info.
b. Transfers up to \$50,000 from the General Manager's contingency and/or transfers between departments or within the same department, excluding labor accounts.						P1/P2	P	A	I	P1=Originating Dept., P2=Fin. Dept I=Board sent annual list of transfers >\$25k	08/09
c. Transfers over \$50,000 and all transfers in/out of labor accounts.						P1/P2	P	P	A	P1=Originating Dept., P2=Fin. Dept	04/06
4 Acceptance of Grants					R	P	P	A			10/96
B. Authorization for Project Initiation											
1 Capital Projects		I-20									
a. Budgeted (Master Project Authorization)	*					P	R	A			09/09
b. Unbudgeted (Exceeding \$50,000)	*					P	P	R	A		09/09
2 Non-Capital Projects (Studies and Master Plans)	*					A	I				09/09
C. Administrative											
1 Purchases (supplies, materials & equipment)		X-4									
a. \$2,000 or less					A	I	I	I	I	I = Via Warrant Register	09/95
b. Up to \$10,000						A	I	I1	I2	I1=If over \$5k, GM to be copied, I2=Warrant Register	04/06
c. Up to \$20,000							A	I1	I2	I1=If over \$5k, GM to be copied, I2=Warrant Register	04/06
d. Up to \$50,000						P	R	A	I	I = Via Warrant Register	04/06
e. Over \$50,000						P	P	R	A		04/06
2 Administrative Procedures		I-1				P	P	A			11/96
3 Agenda Item Submittal		I-13									08/04
a Recommendation to Board of Directors - Action/Info. & Discuss						P	P	A			
b Recommendation to Board of Directors - Consent						P	P	A			
4 Petty Cash Request (less than \$50)		I-9 (3)			A						
5 Sundries/Procurement Card (\$1,000) - Not authorized for services		X-4			A						04/07

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C. Administrative - continued												
6 Response to Public Records Request		I-25		R		P1	P2	A		P1=Director of Public Affairs, P2=Applicable AGM(s)	08/09	
7 Claim Settlements (For or Against the District)		IX-7	**	(Increases authorized at BOD Mtg, April 2006)								08/09
a. Less than \$2,500					A1	A2	I	I		A1=Risk Mgmt Officer, A2= HR Mgr.	09/95	
b. Between \$2,500 - \$5,000					R	A	I	I		R=Risk Mgmt, A=HR Mgr.	05/06	
c. Between \$5,001 - \$10,000					R	P	A	I		R=Risk Mgmt Officer	05/06	
d. Between \$10,001 - \$25,000					R	P	I	A		R=Risk Mgmt Officer	04/06	
e. More than \$25,000				P	R1	P	R	P	A	R1=Risk Mgmt Officer	04/06	
8 Travel Authorization & Expense Reports		I-9										
a Up to \$1,000 and within State (Dept Head travel approved by AGM)						A					04/06	
b Between \$1,001 & \$2,000 and within State (AGM approved by GM)						P	A				04/06	
c Over \$2,000 and/or outside State						P	P	A			04/06	
9 Mileage Reimbursements		I-7			A							
10 Educational (Tuition) Reimbursement		V-I	**		R	A1	A2			R=Supervisor, A1=HR Mgr.	03/94	
a An individual class which is \$2,000 or more					R	A1		A2		R=Supervisor, A1=HR Mgr.	12/00	
D. Personnel Issues												
1 Add New Position to Budget						P	P	R	A			
2 Reclass Study Request		III-2	**			R	P	A			04/07	
3 Class Specification Changes		III-1	**			P	A1	A2		P= HR Mgr.	09/95	
4 Position Requisition (To fill vacancy)		II-1				P	A	I			08/04	
5 New Hires												
a. Management and above							P	A		P1=except GM direct reports		
b. Staff and Crew Positions						A	I	I				
6 Internal Bid Sheets (Clerical/Maintenance)						A				A=HR Mgr.	09/95	
7 Leave of Absence Request					R	P	P	A			04/07	
8 Vacation Request												
a. Vacation Request					A	I					09/95	
b. Vacation Request for Div. Mgrs. and higher exceeding three weeks						A1	A2	I		A1=Div Mgr. Reports to Dept. Head, A2= Div Mgr report to AGM	10/96	
9 Payroll Timesheets					A							
10 Vacation Sell-Back Request					A					Requesting Employee	11/96	
11 Intra-department Transfers						P1/P2	A	I		P1=Original Dept. P2=Transfer Dept.		

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D. Personnel Issues - continued											
12 Grievance Responses/Settlements		IV-3									
a. Step 2					A	I					08/09
b. Step 3						P/A	I			P=Human Resources & Risk Mgr. or HR Supervisor	09/95
c. Step 4							A1	I/A2		A1=AGM unless special case	
13 Temporary Employee Requisition/Extension		II-4			P	A					
14 Student Intern Requisition / Extension		II-5				P	A				
15 Work Out of Classification											
a. Clerical/ Maintenance Unit (via timesheet)					A						
b. All others						A	A1	A2		A2= Div. Head or higher	
E. Professional/Technical Service Agreements											
1 Decision to use Outside Consultants		X-7 (1)				P	A	I			09/95
2 Request for Qualifications		X-7 (4)				A	I	I			09/95
3 Request for Proposals		X-7 (4)				A	I	I			09/95
4 Sole Source Selection for Technical Agreements	*	X-4									09/09
a. Up to \$10,000	*					A1/A2	I			A1=Dept Head, A2=Purchasing Officer	09/09
b. Up to \$20,000	*					P	A	I			09/09
c. Over \$20,000	*					P	P	A		Contracts >\$50k require Board approval	09/09
5 Sole Source - Professional Agreements (Regardless of Amount)	*	X-7 (4d 1)				P	P	A			09/09
6 Authority to Negotiate Contract		X-7 (3b 3)									
a. Professional Services						A	I	I			08/09
b. Technical Services						A					
7 Professional Services Agreement		X-8	**								
a. Up to \$10,000				R1	P	A	I	I		R1=If non Standard Form	04/06
b. Up to \$20,000				R1		P	A	I		R1=If non Standard Form	04/06
c. Up to \$50,000				R1		P	P	A		R1=If non Standard Form	04/06
d. Over \$50,000				P		P	P	P	A		04/06
8 Professional Services Amendment		X-8	**								
a. Aggregate \$10,000 or less				R1	A1	A2	I			A1=As delegated by Director	08/09
b. Aggregate \$20,000 or less				R1		P	A	I		R1=If non Standard Form	08/09
c. Aggregate \$50,000 or less				R1		P	P	A		R1=If non Standard Form	08/09
d. Outside Contingency or aggregate more than \$50,000				R1		P	P	P	A		08/09

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E. Professional/Technical Service Agreements - continued											
9 Technical Service Purchase Order (PO)		X-8	**								
a. Up to \$10,000						A	I				08/09
b. Up to \$20,000						P	A	I			04/06
c. Up to \$50,000						P	P	A			04/06
d. Over \$50,000						P	P	P	A		04/06
10 Technical Services Purchase Order Amendment		X-8	**								
a. Aggregate \$10,000 or less						A	I				04/06
b. Aggregate \$20,000 or less						P	A	I			04/06
c. Aggregate \$50,000 or less						P	P	A			04/06
d. Outside Contingency or aggregate more than \$50,000						P	P	P	A		04/06
11 Notice to Proceed		X-8	**								
a. Professional Services						A	I				08/09
b. Technical Services						A					
12 Progress Payments					A1	A2				A1 = as delegated by Director	04/06
13 Service Completion						A					
14 Legal Services Agreements											
a. Legal Services with General Counsel											
1 Up to \$10,000						A	I1/I2			I1 = AGM-Admin, I2 = Other AGM(s) as applicable	08/09
2 Up to \$20,000 for departments <u>not</u> reporting to the AGM-Admin.						P	A1/A2			A2 = AGM of Administration	04/06
3 Up to \$20,000 for departments reporting to the AGM-Admin.						P	P	A			04/06
4 Over \$20,000						P	P	A			
b. Legal Services with Subconsultants											
1 Up to \$20,000 for departments <u>not</u> reporting to the AGM-Admin.						P	A1/A2	I		A2 = AGM of Administration	08/09
2 Up to \$20,000 for departments reporting to the AGM-Admin.						P	P	A		A2 = AGM of Administration	04/06
3 Over \$20,000						P	P	A			
F. Construction Contracts											
1 Construction Contracts											
a. Up to \$10,000				R1	P	A	I	I		R1=If non Standard Form	04/06
b. Up to \$20,000				R1		P	A	I		R1=If non Standard Form	04/06
c. Up to \$50,000				R1		P	P	A		R1=If non Standard Form	04/06
d. Over \$50,000				R1		P	P	P	A	R1=If non Standard Form	04/06
2 Approval to Advertise						P	P	A			11/96

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F. Construction Contracts - continued											
3 Bid Protest/Rejection											
a. Bid Protest Correspondence: Minor Discrepancy				R		A	I	I			09/95
b. Bid Protest Correspondence: Major Discrepancy				R		P	P	A			04/06
4 Bid Rejection				R		P	P	P	A		04/06
5 Bid Award (Over \$50,000)						R	R	R	A		
6 Notice of Award					P	A					04/06
7 Notice to Proceed					P	A	I				08/09
8 Progress Payments					P	A	I	I		I = Via Warrant Register	04/06
9 Change Order Authority											
a. Within Project Concept											09/95
1 Up to \$10,000					A1	A2	I	I		A = As delegated by director	09/95
2 Up to \$25,000						A	I	I			09/95
3 Up to \$50,000						P	A	I			09/95
4 Greater than \$50,000						P	P	A	I		09/95
b. All Construction Contracts											09/95
1 Greater than C/O authority & emergency						P	P	A1	A2	A1=GM Approves, A2=Board Ratifies	09/95
2 Greater than C/O authority & not emergency						P	P	P	A		04/06
10 Time Extensions											09/95
a. No impact on facilities						A	I	I			09/96
11 Encroachment Invoice						A	I	I			
12 Release of Retention						P	P	A			10/96
13 Notice of Completion					P	A					04/06
G. Storm Water and Stream Bed Alteration Permits											
1 Sign Permit			**		A1	A2	I			A1= As delegated by Director, A2 = Dept Head	07/09
2 Certifying Notice of Intent to Comply						P	A				
3 Certifying Storm Water Pollution Prevention Plans											04/07
a. Related to Construction Contracts						A	I			A = Director of Construction	08/09
b. Related to District O&M Projects						A	I			A = Director of Operations & Maintenance	08/09
4 Compliance Reports						A	I			A = Director of Construction	08/09
5 Certifying Close Out Reports			**			A	I			A = Environmental Comp. Officer	08/09

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H. Water Service (Treated & Untreated)											
1 Walk in Service Requests					A						
2 Annexation Petition		Reg. 1.16				P	P	P	A		
3 Service Application Agreement (standard)						P1/P2	A			P1=Untreated Water-Finance, P2=Treated Water-Eng.	10/96
4 Main Extension Agreement		I-22									
a. Standard						P	A				
b. Non-standard						P	P	P	A		08/09
5 Relocation Agreement					A						
6 Closure report					A						
I. Capital Improvements & Land											
1 Easements (accept or convey)		I-22									
a. Standard Form						P	A				
b. Non-standard						P	P	P	A		
c. Up to 5 years and less than \$10,000 total revenue						P	P	A			
2 Right of Entry			**			P	A				08/09
3 Licenses up to 5 years and less than \$10,000 total revenue								A			07/00
4 Land Leases (Accept or Convey)											
a. Up to 5 years and less than \$10,000 total revenue			**			P	P	A			07/00
b. Over 5 years and/or more than \$10,000 total revenue				R		P	P	P	A		08/09
5 Agricultural Leases				R		P	P	P	A		09/96
6 Grazing Leases of 5 Years or Less		Res. 00-22				P	A1	A2			08/00
7 Land Acquisition or Sale			**	R		P	P	P	A		09/96
8 Encroachment Permit					A	I					08/09
J. Environmental Review											
1 Contra Costa Water District Projects					A	I					08/09
a. CEQA Exemptions, Initial Studies, Notice of Preparation (NOP)					A	I					
b. Negative Declaration adoption, EIR certification							P	P	A		07/00
c. Notice of Determinations, De Minimus impact findings							P	P	A		07/00
2 Canal and CVP Facilities Projects - NEPA Exclusions					A	I					08/09
3 Other Agencies-Review Permits, Land Division & GP Amendments						A					07/00

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J. Environmental Review - continued											
4 Permit Applications in Los Vaqueros Project (LVP)						P	P	P	A		07/00
5 NPDES Permits and Reports						P	A	I			04/07
6 Regional Water Quality Control Board Permits for Discharges							A	I			04/07
K. Employee Access to District Facilities		XIII-3									
1 Electronic Access Cards											
a Initial Request for Card and Site Access					P1/P2/ P3	I				P1=Supervisor, P2=Facility Landlord, and P3=Maint. Mgr.	08/09
b Request for Additional Site Access					P1/P2/ P3	I				P1=Supervisor, P2=Facility Landlord, and P3=Maint. Mgr.	08/09
c Replacement of Lost Card					P1/P2	I				P1=Supervisor, P2=Maint. Mgr.	08/09
2 Mechanical Keys											
a Initial Request for Key(s)					P1/P2/ P3	I				P1=Supervisor, P2=Facility Landlord, and P3=Maint. Mgr. of Storage & Conveyance	08/09
b Request for Additional Key(s)					P1/P2/ P3	I				P1=Supervisor, P2=Facility Landlord, and P3=Maint. Mgr. of Storage & Conveyance	08/09
c Replacement of Lost Key(s)					P1/P2	P3	P	A		P1=Supervisor, P2=Maint. Mgr. of Storage & Compliance	08/09