



Proposed Delegation of Authority to the Interim Executive Officer

Requested Action: Delegate Authority to the Interim Executive Officer, for an unspecified interim period and with limitations, to carry out routine administrative activities; to recruit and hire staff; to sign contracts and interagency agreements, to authorize purchases and to perform other related activities as necessary on behalf of the California Water Commission.

Background

Staff is recommending that the Board make a temporary delegation of authority to the interim Executive Officer to ensure the timely startup of operations for the California Water Commission during the interim until a permanent Executive Officer is hired. The hiring process for the Executive Officer may take several months.

There are various routine administrative functions such as approving staff timesheets; completing budgetary documents and developing materials for Commission meetings that constitute the daily activities of the Commission and could be managed by the interim Executive Officer. In addition, agreements and documents must be developed in order to implement and carry out the commission's business. Examples include service contracts, interagency agreements, approval and payment of offsite conferences and meetings, and equipment and supplies necessary to establish and maintain Commission functions. Delegating authority to the Interim Executive Officer for these routine functions will allow the Commissioners to focus on higher level policy matters while making the best use of their limited time. In addition, delegating authority to the interim Executive Officer to manage routine functions will ensure timely completion and implementation of time sensitive administrative activities, agreements, and contracts.

Staff also recommends delegating purchasing and contracting authority to the interim Executive Officer.

Staff anticipates that the Commission will make a general delegation of authority to the permanent Executive Officer, after the Executive Officer had been appointed. When the general delegation of authority is granted to the Executive officer, the above interim delegation of authority to the Interim Executive Officer would end.

Contact

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