

*Proposed – January 2012*

## California Water Commission Delegation of Authority to the Executive Officer

The California Water Commission (Commission) hereby delegates to the Executive Officer the authority to administer the regular and day-to-day affairs and responsibilities of the Commission, including the functions and powers specified below, consistent with applicable law and the policies of the Commission, without further specific authorization.

The Executive Officer may delegate to other staff any part of his or her functions, powers, or authority, but the Executive Officer shall at all times be responsible for assuring that the affairs of the Council are fully and faithfully discharged.

The foregoing delegation to the Executive Officer includes the authority to:

1. Appoint and manage Commission staff, assign duties and functions to staff, establish procedures governing staff operations, and administer Commission personnel matters in accordance with State of California rules pertaining to employee matters.
2. Administer and oversee the Commission's budget, subject to Commission review and direction on budget and other budgetary and fiscal matters.
3. Undertake administrative actions, including, but not limited to, preparing agendas and issuing notices of Commission meetings; organizing and facilitating interagency and stakeholder advisory groups, as appropriate, and otherwise implementing the Commission's policies.
4. Award and execute contracts, task orders, grant agreements, interagency agreements and other instruments or documents on the Commission's behalf as necessary to carry out the authority delegated herein.
5. Purchase or lease equipment, and procure other materials, supplies, and technical services necessary to meet ongoing operational needs.
6. Prepare, sign, and file documents necessary to comply with the California Environmental Quality Act (CEQA), subject to review, certification, and adoption by the Commission, as appropriate.
7. Respond to Public Record Act requests.
8. Arrange for payment of statutory compensation to Commission members, and reimbursement for expenses necessarily incurred in the performance of their official duties.
9. In coordination with the Department of Water Resources Office of Legal Counsel and following notification to and consultation with the Commission, respond to legal actions on the Commission's behalf as necessary to carry out the Commission's mission and duties.