

Bay-Delta Office
ADMINISTRATION and PROGRAM CONTROL

STAFF WORK ASSIGNMENTS

		CHARLOTTE CORON Chief, Administration & Program Control 653-8490		
<p style="text-align: center;">ELENA COWAN Associate Governmental Program Analyst 653-5956</p> <p><u>BUDGET COORDINATOR</u> *Budget Planning *Budget Change Proposals *Budget Analysis *Program Component Statements *Capital Outlay</p> <p><u>PROGRAM CONTROL ADMINISTRATOR</u> *Expenditure Forecasts *SAP Reporting *Program Reporting *Finance Drills *Bond Accountability *Back up to Pete</p> <p><u>TRAVEL</u> *Back-up to Travel Coordinator</p> <p><u>CONTRACT ADMINISTRATOR</u> *Backup to Contract Administrator</p> <p><u>GENERAL ADMINISTRATION</u> *Check Disbursement</p>	<p style="text-align: center;">MARIBETH SPRAGUE Associate Governmental Program Analyst 653-6975</p> <p><u>PERSONNEL MANAGEMENT</u> *New Hires *Position Refills *Advertising Vacancies *Reclassifications *In-place Promotions *Position Reconciliation *SAP HR Interface & Reporting *Exam Requests *Student Eligibility Documents *Transfer / Termination of Employment *Disciplinary Actions *New Employee Orientations *Telecommute Coordinator *Photo ID Cards *SAP Authorizations *User Account Requests *Employee DMV Records *Objects on Loan *Payroll & Benefits</p> <p><u>MANAGEMENT ANALYSIS</u> *Reorganizations *Alternate Work Week Requests *Civil Services Laws/Rules/Procedures *Organization Chart Updates</p> <p><u>HEALTH & SAFETY</u> *Reasonable Accommodation Requests *Accident / Injury Reports *Workers Compensation Claims</p> <p><u>OWE</u> *EEO Coordinator *EEO Counselor</p> <p><u>LABOR RELATIONS</u> *Grievances / Complaints *Contract Interpretation (Rank & File)</p>	<p><u>BUDGETING & PROGRAM CONTROL</u> *Overhead Cost Center Manager (Cost Centers: 33000, 33200, 33300, 33500, 33310) *Backup Budgeting & Prog Control Coord *SAP Super-User *Grant Coordination</p> <p><u>CONTRACTS</u> *Service Requisition Approvals</p> <p><u>FACILITIES MANAGEMENT</u> *Office Improvement Lead *Facilities Mgmt Approval</p> <p><u>GENERAL ADMINISTRATION</u> *Bay-Delta Office SAP Administrator *Primary Equipment Custodian *Vehicle Logs</p> <p><u>HEALTH & SAFETY</u> *Backup Health & Safety Coordinator *Workplace Safety & Security</p> <p><u>LABOR RELATIONS</u> *Grievances/Complaints *Contract Interpretation (Supervisors)</p> <p><u>MANAGEMENT ANALYSIS</u> *Policy Interpretation *Annual Employee Awards Liaison</p> <p><u>PERSONNEL MANAGEMENT</u> *Backup Personnel Mgmt Coordinator *Disciplinary Actions *Time Recorder Liason/Leave Balances *Payroll and Benefits *Authorization to Drive Personal Vehicles *Training Coordinator Liason</p> <p><u>PURCHASING</u> *Cal-Card Purchase Approvals *Commodity Requisition Approvals</p>	<p style="text-align: center;">PETE RAMOS Associate Governmental Program Analyst 653-7869</p> <p><u>BUDGETING</u> *Back up to Budget Coordinator</p> <p><u>COMPUTER</u> *APCO Websites Coordinator *Documentum File Cabinet Administrator</p> <p><u>FACILITIES MANAGEMENT</u> *Back up to Facilities Mgmt. Coordinator *Office Moves/Relocation Requests *Telecommunication Relocation Requests *Bay-Delta Office Floor Plan *Signage</p> <p><u>PROGRAM CONTROL ADMINISTRATOR</u> *SAP Reporting *Program Reporting *1121a thru 1121h Forms *Work Authority Revisions *Program Work Assignment (1498) *Bulletin 132 Coordination *Labor Charge Reconciliation *Back up to Elena</p> <p><u>TRAVEL COORDINATOR</u> *Out-of-State Travel/Trip Coordinator</p> <p><u>PURCHASING</u> *Backup to Purchasing Coordinator</p> <p><u>CONTRACT ADMINISTRATOR</u> *Backup to Contract Administrator *Grant Agreements *Form 700 Filers - Employee & Consultant</p> <p><u>GENERAL ADMINISTRATION</u> *Check Disbursement</p>	<p style="text-align: center;">KATHI BRISTOW Staff Services Analyst 653-6303</p> <p><u>CONTRACT ADMINISTRATOR</u> *Contract Invoices *Contract Service Entry Sheets *Contract Monitoring & PO Tracking *SAP Interface and Reporting *Service Requisitions *Funding Strips</p> <p><u>FACILITIES MANAGEMENT</u> *Electrical Changes *Building Maintenance/Trouble Calls *Building Key Cards *Recycling Coordinator *Equipment Inventory/Property Control *Copy Machine Logs *Office/Room Key Inventory *DGS Charge Cards</p> <p><u>PURCHASING</u> *Commodities & IT Purchasing Coord *Cal-Card Purchases *Requisitions *Service Entry Sheets *Maintenance Service Agreements *IT Procurement Plan *Employee Retirement & Service Awards</p> <p><u>HEALTH & SAFETY</u> *Energy Reduction Coordinator *Emergency Response & Evac Lead *Hazardous Materials Representative *Health & Safety Coordinator</p> <p><u>GENERAL ADMINISTRATION</u> *Records Inventory Contact *Check Disbursement</p>