

Bay-Delta Office
ADMINISTRATION and PROGRAM CONTROL

STAFF WORK ASSIGNMENTS

CHARLOTTE CORON

Chief, Administration & Program Control

653-8490

BUDGETING & PROGRAM CONTROL

- *Overhead Cost Center Manager
(Cost Centers: 33000, 33200, 33300, 33500, 33310)
- *Backup Budgeting & Prog Control
Coordinator
- *Grant Coordination

CONTRACTS

- *Service Requisition Approvals

FACILITIES MANAGEMENT

- *Office Improvement Lead
- *Facilities Mgmt Approval

GENERAL ADMINISTRATION

- *Bay-Delta Office SAP Administrator
- *Primary Equipment Custodian
- *Vehicle Logs

HEALTH & SAFETY

- *Backup Health & Safety Coordinator
- *Workplace Safety & Security

LABOR RELATIONS

- *Grievances/Complaints
- *Contract Interpretation (Supervisors)

MANAGEMENT ANALYSIS

- *Policy Interpretation
- *Annual Employee Awards Liaison

HUMAN RESOURCES

- *Backup Human Resources Coordinator
- *Disciplinary Actions
- *Time Recorder Liaison/Leave Balances
- *Payroll and Benefits
- *Authorization to Drive Personal Vehicles
- *Training Coordinator Liaison

PURCHASING

- *Cal-Card Purchase Approvals
- *Commodity Requisition Approvals