



DIVISION OF DEVELOPMENTAL DISABILITIES
Olympia, Washington

TITLE: DELEGATION OF AUTHORITY POLICY 2.01

Authority: Chapter 43.20A RCW
WAC 356-05-040; 356-34-011

Reference: DSHS Administrative Policy 4.05, *Delegation of Authority – Personnel Actions*

PURPOSE

This policy identifies those management positions in the Division of Developmental Disabilities (DDD) to whom the Secretary of the Department of Social and Health Services (DSHS) has delegated appointing authority to take personnel actions.

SCOPE

This policy applies to all division organizational units.

POLICY

- A. This policy recognizes there are subordinate supervisory positions having the responsibility to participate in personnel actions. This policy does not prohibit the exercise of these administrative assignments.
- B. Delegated authority must be exercised in accordance with all policies and procedures.
- C. The following positions are delegated the authority of the Secretary to act as appointing authority with respect to those employees assigned to their area of responsibility. The authority delegated the positions may be exercised by any person holding the position in an acting capacity or persons at the request of the appointing authority, acting in the appointing authority's absence.
 - 1. Division Director

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2. Regional Administrators
3. Field Services Administrators
4. Superintendents/Medical Superintendent.

SUPERSESSSION

DDD Policy 2.01

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Approved: /s/ Linda Rolfe
Director, Division of Developmental Disabilities

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