

## Administrative Policy No. 4.05

**Subject:** Delegation of Authority for Personnel Actions

**Information Contact:** DSHS Human Resources Division

**Authorizing Source:** [RCW 74.04.011](#) Secretary's Authority  
Chapter [41.06 RCW State Civil Service Laws](#)  
RCW [43.20A.050](#) Secretary of Social and Health Services –  
Powers and Duties Generally  
[WAC 357-05-090](#) May authority be delegated?

**Effective Date:** February 24, 1989

**Revised:** October 10, 2023<sup>01 Housekeeping 5/7/24</sup>

**Approved By:** Original signed by Wendy Long  
Senior Director, Human Resources Division

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### Purpose

The secretary of the Department of Social and Health Services (DSHS) has the power to employ such assistants and personnel as may be necessary for the general administration of DSHS. This policy identifies exempt management positions to whom the DSHS secretary has delegated authority to take personnel actions, and how such authority may be further delegated.

This delegation of authority will not preclude the secretary from exercising any powers. Any delegated authority continues to be subject to the ultimate authority of the secretary. The secretary also reserves the right to amend or rescind delegations at any time, or intervene in any matter they deem necessary or proper, to further the best interests of DSHS.

### Scope

This policy applies to all organizational units in DSHS.

### Additional Guidance

[RCW 43.20A.090](#) deputy secretary – department personnel director -assistant secretaries –

appointments -duties – salaries

[RCW 43.20A.130](#) secretary’s delegation of powers and duties

[RCW 43.20A.607](#) authority to appoint a single executive officer for multiple institutions – exceptions

[Collective bargaining agreements](#)

Administrative policy [18.16](#) hiring processes

Administrative policy [18.40](#) discipline

## Definitions

**Appointing authority:** An individual lawfully authorized to appoint, transfer, layoff, reduce, dismiss, suspend, or demote employees. [WAC 357-01-025](#)

## Policy

- A. The chief of staff, deputy chiefs of staff, and senior director of human resources are delegated the authority of the secretary to act as the appointing authority for DSHS. This delegated authority supplements, and may be used independently of, other delegated authority in this policy.
- B. The following positions are delegated the authority of the secretary to act as appointing authorities with respect to those employees assigned to their area of responsibility.

The authority delegated to these positions may be exercised by any person holding the position in an interim or acting capacity, or s at the request of the appointing authority, acting in the appointing authority's absence.

1. Assistant secretaries and deputy assistant secretaries
  2. Chief of staff and deputy chiefs of staff
  3. Senior directors and division directors
  4. Assistant division directors and deputy division directors
  5. Regional administrators, district managers
  6. Institution superintendents, hospital chief executive officers, and deputy chief executive officers.
- C. Further delegation of authority by individuals listed above must be documented in writing. If the delegation is on a time-limited basis, the specific period must also be identified in the

document. If the delegation is not on a time-limited basis, the delegation shall remain in effect until withdrawn or until superseded by the secretary.

- D. To ensure compliance with civil service law and rules, collective bargaining agreements, and DSHS personnel policies, all layoffs, disability separations, and discipline actions against any DSHS employee, as well as any appointment or transfer actions, will be taken only after consultation with the appointing authority's [human resources business partner](#).

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<sup>01</sup> Add Deputy chief executives and authorizing source.

DSHS Official