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
2. Regional Administrators

3. Field Services Administrators

4. Superintendents/Medical Superintendent.

**SUPERSESSION**

DDD Policy 2.01
Issued January 3, 1994

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

Date: 2/4/02