



Administrative Policy 4.05

Subject: Delegation of Authority - Personnel Actions

Information Contact: DSHS Human Resources

Authorizing Source: RCW [43.20A.050](#)
RCW [41.06](#)

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Approved By: Original signed by David Stewart
Senior Director, DSHS Human Resources

Purpose:

To identify those exempt management positions to whom the Department of Social and Health Services Secretary has delegated authority to take personnel actions and how such authority may be further delegated.

Scope:

This policy applies to all organizational units in the Department of Social and Health Services (DSHS).

Policy:

- A. This policy recognizes there are subordinate supervisory positions responsible to participate in personnel actions. This policy shall not prohibit the exercise of these administrative assignments.
- B. Delegated authority shall be exercised in accordance with all policies, procedures, laws, administrative regulation, and collective bargaining agreements, where applicable.
- C. This delegation of authority shall not preclude the Secretary from exercising any powers.
- D. The Assistant Secretary for Services and Enterprise Support Administration and Senior Director of Human Resources are delegated the authority of the Secretary to act as the appointing authority for the agency. This delegated authority supplements, and may be used independently of, other delegated authority in this policy.

- E. 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. Assistant Secretaries
 2. Administration Chief of Staff/Deputy Assistant Secretary
 3. Chief Information Officer and Chief Risk Officer
 4. Senior Directors and Division Directors
 5. Assistant Division Directors and Deputy Division Directors
 6. Regional Administrators, District Managers
 7. Vocational Rehabilitation Field Services Administrator, Vocational Rehabilitation Area Managers: Area 1, Area 2, and Area 3.
 8. Administrator, Consolidated Maintenance and Operations
 9. Institutional Superintendents/Hospital Chief Executive Officers
- G. Further delegation of authority by individuals in (E) 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.