

**STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
DIVISION OF PERSONNEL**

STANDARD OPERATING PROCEDURE

VI. EXTENSION OF DELEGATION OF AUTHORITY TO ACT IN A HIGHER RANGE

A. Purpose

The purpose of this SOP is to provide guidelines and required procedures to department personnel officers and human resources managers for taking appropriate action in the extension of delegation of authority to act in a higher range.

Provisions which allow for employees to act in a higher capacity are designed to give management some flexibility in solving short-term staffing problems. Because the employee placed in acting status has not competed through the merit system for the position, there is a potential for abuse of the system and the following requirements in this SOP must be met before extension of acting status is approved. Acting status must never be approved for the purpose of preselecting an employee or enabling an employee to meet the minimum qualifications for a job class. In order to be paid at the higher level, the employee must perform the full range of duties of the higher level position. To be successful in this, the employee must possess training and experience compatible with the position.

B. Scope

This SOP applies to employees in the General Government, Supervisory, Confidential Bargaining Units and those covered by the Personnel Rules.

C. Authority

Article 13, Section 9, of the Confidential Bargaining Unit Agreement, Article 21, Section 6(C)(4), of the General Government Bargaining Unit Agreement and 2 AAC 07.333 requires that an extension of delegation of authority to act in a higher range beyond 60 calendar days be approved by the director of the Division of Personnel.

Article 24, Section 6(C)(6), of the Supervisory Unit Agreement requires that extensions of delegation of authority to act in a higher range beyond 60 calendar days be reported to the Division of Personnel giving the expected duration of the delegation.

D. Procedure

1. Approval may be granted to extend delegation of authority to act in a

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higher range by department personnel officers or human resources managers when the following requirements have been met:

- a. Bargaining Unit agreements require that employees receive prior written delegation from the division director or designee to perform the full duties or in the case of GGU, Confidential or excluded employees "essentially all the duties" of the higher level position in order to be paid at the higher range. Before approving an extension, this original delegation must be reviewed by the personnel officer or human resources manager to assure that the requirements have been met for the delegation of authority and that the employee is performing the full duties of the higher level position.
 - b. The position to which the employee is delegated authority to act must be a budgeted, classified position. Acting authority is approved only for the classification of the acting position. The personnel officer or human resources manager is responsible for assuring that this requirement is met.
 - c. The duration of the acting status must be specified and must be reasonable considering the business reasons given for the delegation. Personnel officers or human resources managers must specify the ending date of the acting authority.
 - d. Delegation of authority to act in a higher range is approved only for good, valid business reasons. Examples of valid reasons for delegation include:
 - Leave of absence of the incumbent.
 - Recruiting difficulty for the vacant position.
 - Short-term budget problems prohibiting an immediate hire for the position.
 - e. Other ways of solving the staffing problem should be explored, considered, and applied if preferable to delegation of authority.
2. Evidence that the requirements listed above have been met must be retained by the department personnel officer or human resources manager and must include a copy of the original delegation memorandum from the

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division director, and a written statement giving the employee name; PCN and classification of the position the employee holds and the position in which the employee is acting; a statement of the employee's qualifications in relation to the acting position; and the reasons the position was not filled immediately by competitive appointment. Copies of the action and documentation must be submitted to the Division of Personnel within ten days of the action. This will provide the Division of Personnel information to address any underlying specification or hiring problems.

3. For departments not accepting the authority delegated by the director of the Division of Personnel to approve these actions and for actions under 2 AAC 07.333, similar procedures will be followed. The same requirements must be met in order to obtain approval. The department personnel officer or human resources manager is responsible for requesting approval from the director of the Division of Personnel providing the documentation required in D(2) above. For these departments, documentation is retained in the Division of Personnel.

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