

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

STANDARD OPERATING PROCEDURE

IV. DELEGATION OF AUTHORITY

A. Purpose

The purpose of this SOP is to provide Audit Unit staff with procedures necessary to prepare memoranda delegating authority to department personnel offices.

B. Scope

This applies to all cases where the director of the Division of Personnel delegates authority to approve actions or perform functions to a departmental personnel officer.

C. Authority

AS 39.25.153 and 2 AAC 07.930 allows the director of the Division of Personnel to delegate responsibilities and duties.

D. Procedure

1. As a general rule, personnel functions that by personnel rule or bargaining unit agreement require approval of the director of the Division of Personnel do require that approval in writing unless the director has formally delegated the authority for that function. Authority will not be delegated to any department unless that department has filed a written request with the Division of Personnel for authority to exercise the function in question. Written request for delegation of authority may be in the form of a survey response. Should the Division of Personnel wish to conduct a survey to determine interest in delegation of authority for certain functions and to obtain survey responses as written requests for delegated authority, the survey must:
 - a. be sent to the personnel officer of each department;
 - b. list specific functions for delegation;
 - c. be completed, signed and dated by the departmental personnel officer;
 - d. be transmitted by a cover memorandum which describes the functions, gives any information on conditions of delegation, and gives a response deadline.
2. Memoranda delegating authority for personnel functions must contain the following information and restrictions.

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- a. Delegation memoranda are addressed to the specific person who is delegated the authority. The memorandum contains a statement which prohibits further delegation unless by written agreement.
- b. Delegation memorandum are addressed from and signed by the director of the Division of Personnel.
- c. The delegation memorandum must provide an effective date and an ending date for the delegation.
- d. The specific functions delegated must be listed. If delegation is not for an entire function, the memorandum must communicate what specific parts of the function are delegated.
- e. Through the delegation memorandum or a finalized, approved SOP, the Division of Personnel must communicate to the receiver of the delegation their responsibilities and the required procedures for accomplishing the function. This may include criteria for approval, recordkeeping and reporting requirements, and documentation required.
- f. The delegation memorandum or SOP must inform the receiver of the delegation that the Division of Personnel will audit the delegated functions and that records must be made available for that purpose.

Delegation of Authority may be reissued if an audit shows a record of acceptable performance of the delegated functions.

Memoranda of delegation are retained in the Audit Unit.

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