DELEGATION OF AUTHORITY

Description and Scope – The Commissioner of Employee Relations may transfer DOER authority in whole or in part to appointing authorities or other employees within an agency to act in place of DOER under personnel law, rules or plans of compensation. This delegation of authority may be limited to specific kinds of decisions, particular classes, compensation levels or otherwise as determined by the Commissioner. Possible areas for delegation include:

- Classification, including the initial allocation and reclassification of positions.
- Compensation, including review of eligibility for increases and rates on initial hire.
- Examination, including the administration of tests.
- Certification, including the establishment of lists and referral of candidates.
- Labor relations, including grievance handling.
- Performance appraisal.
- Training, including career development, job training and management development.

Delegated authority shall be periodically monitored if necessary. All decisions rendered by an agency or delegate are subject to appropriate or applicable appeal and grievance processes.

Objectives – To provide authority at the local level in the administration of personnel management activities to state agencies when such authority improves services, maintains quality and is cost effective.

Responsibilities -

A. Appointing Authorities:
   - Exercise authority in conformity with DOER guidelines and instructions.

B. Department of Employee Relations:
   - Provide instructions regarding the exercise of specific authority.

Provisions –

A. The Commissioner, in consultation with an appointing authority, identifies an area where delegation is appropriate and delegates authority to the appointing authority or to individual employees within that agency.

B. The Commissioner may rescind a delegation of authority for any of the following reasons:
1. Changes in agency workload which increase the level of difficulty in continuing delegated performance.

2. Reductions in the need for delegated authority.

3. Changes in agency staffing or conduct of the program which deplete the agency of necessary expertise.

4. DOER monitoring of the function identifies deviations from policy or procedure.

5. Technological changes make centralization of the function the most feasible alternative for efficient performance.

Other Relevant Laws, Rules, Contracts and Administrative Procedures:

None