

<b>GEORGIA DEPARTMENT OF JUVENILE JUSTICE</b>	Transmittal # 16-04	Policy # 3.1
Applicability: <input checked="" type="checkbox"/> All DJJ Staff <input checked="" type="checkbox"/> Administration <input checked="" type="checkbox"/> Community Services <input checked="" type="checkbox"/> Secure Facilities (RYDCs and YDCs)	Related Standards & References: None.	
Chapter 3: PERSONNEL	Effective Date: 2/24/16	
Subject: DELEGATION OF AUTHORITY	Scheduled Review Date: 2/24/17	
Attachments:	Replaces: 10/15/13	
None.	Office of Human Resources APPROVED:   <hr/> Avery D. Niles, Commissioner	

## I. POLICY:

The Commissioner of the Department of Juvenile Justice is the appointing authority for the Department. As the appointing authority, the Commissioner may delegate authority to managers to carry out the business of the Department.

## II. DEFINITIONS:

**Appointing Authority:** The person or groups of persons authorized by law or delegated authority to make appointments to fill positions. The term also includes any person properly designated by the appointing authority to perform any duty of the appointing authority.

## III. PROCEDURES:

- A. The Assistant Commissioners, Deputy Commissioners, and Central Office Directors are delegated to carry out the following specific functions of the appointing authority:
1. Interviewing and selecting applicants for hire; (See DJJ 3.51, Recruitment and Selection.)
  2. Assigning duties and responsibilities;
  3. Completing performance appraisal instruments and approving performance-based salary increases; (See DJJ 3.81, Performance Management)
  4. Assigning and re-assigning employees to duty stations; and
  5. Disciplinary or adverse actions. (See DJJ 3.80, Employee Progressive Discipline)

Chapter	Subject	Policy #	Page
PERSONNEL	DELEGATION OF AUTHORITY	3.1	2 of 3

B. The Assistant Commissioners, Deputy Commissioners, and Central Office Directors may delegate, in writing, specific responsibilities to supervisors and managers.

C. All such delegations must be in writing and on file with the Office of Human Resources.

**IV. LOCAL OPERATING PROCEDURE REQUIRED: YES**