

 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>	POLICY AND PROCEDURE NUMBER 01.01.010	PAGE 1 of 3
	EFFECTIVE DATE April 17, 2014	
SUBJECT General Policy	SUPERSEDES 01.01.010	DATED July 12, 1991
CHAPTER Office of the Commissioner	SECTION Delegation of Authority	APPROVED BY Signature on File

PURPOSE

This formalizes the policy and procedure (P&P) of the department for delegation of authority and responsibility to the appropriate management levels for establishing departmental policies, expenditure of public funds, and accomplishing the duties and objectives of the department.

POLICY

It is the policy of the Department of Transportation and Public Facilities (DOT&PF):

- To delegate authority and responsibility to the lowest level of management consistent with department policies, sound business practices, and applicable statutes and regulations in order to achieve departmental objectives efficiently and expeditiously.
- To ensure all decisions establishing department policy and expending public funds are made at the proper management level with appropriate oversight and input by high-level decision makers.
- To ensure that the department speaks with a unified voice.

Included with the authority is the accountability to the commissioner for actions pursuant to these delegations of authority.

Definitions

The following definitions are germane to this policy:

Departmental Unit: The organizational entity headed by a director or other position reporting directly to the deputy commissioner or commissioner.

F: Final Authority. The position which has the authority to act within the delegation. If an "F" is shown to a particular position, the authority cannot be redelegated. **In case of absence, final authority "F" may be delegated.**

R: Redelegation. Authority delegation to a particular position which may be redelegated as part of regular duties at the discretion of the "R" position.

E: Endorsement Required. Formal endorsement by the "E" position is required before certain actions may be approved by the designated final authority. If an "E" position fails to endorse an action, final authority moves up one level.

C: Prior Consultation, Coordination, and/or Evaluation Required. Consultation, coordination, and/or evaluation indicates those areas where it is necessary to take advantage of the expertise available prior to action. This is required for informed decision making as well as to ensure that all legal, accounting, purchasing, and administrative requirements are met before final approval is given. Consultation must include dialogue with the "C" positions informed about or directly impacted by the action. Dialogue will convey any information and/or considerations which may be pertinent to the decision.

***:** Actions which may not be performed by personnel temporarily acting in the position.

When the same authority designation appears in more than one column in the matrix, the authority applies only to that position's realm of responsibility.

PROCEDURE

This policy applies to all department personnel. Delegations are effective immediately and supersede all previous delegations. The delegation matrix is constructed so that each subsequent level of delegation can be shown on the same line. Each departmental unit shall show the appropriate redelegations in the matrix consistent with the commissioner's delegation to the departmental unit. Any authority which does not show an "F" in this delegation, can be redelegated at the discretion of the deputy commissioners, assistant commissioners or the directors.

The commissioner has delegated the authorities necessary for decision making at the levels indicated. It is the intention that the departmental units will further redelegate these authorities where authorized. While the authorities for day-to-day decision making shall reside at the lowest level possible, the deputy commissioners, assistant commissioners and directors should be cognizant that the responsibility for all actions within the department ultimately resides with the commissioner and this responsibility cannot be redelegated. These delegations of authority are made with the understanding that the deputy commissioners, assistant commissioners and directors will take

whatever action, organizationally or procedurally, that is necessary to ensure that the commissioner's responsibilities are met.

Departmental Unit Supplement

Each departmental unit shall prepare a supplement to this policy using the supplement form (see attachment) to show the redelegations to individual positions below the director level. A copy of the supplement form showing redelegations shall be sent to the Administrative Services Division (ASD) Director.

Changes to Delegation of Authority

Recommended changes, deletions, or additions to the delegations made by the commissioner should be directed to the ASD Director. Unless otherwise indicated in the matrix, each director is responsible for the redelegations at the departmental unit level.

ATTACHMENT:

Departmental Unit Supplement Form

AUTHORITY

AS 44.17.010
AS 44.42.030

IMPLEMENTATION RESPONSIBILITY

Commissioner, deputy commissioners, division/regional directors, and system directors/managers

DISTRIBUTION

All department employees via the DOT&PF website