

# STATE OF COLORADO

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## DEPARTMENT OF MILITARY AND VETERANS AFFAIRS

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August 1, 2022

Jared Polis  
Governor

Brigadier General Laura Clellan  
The Adjutant General  
Executive Director

**Policy Title:** Delegation of Appointing Authority

**Effective Date:** 01 August 2022

**Summary:** Provides Authority for Administrative Actions

**Applicability:** Deputy Executive Director, Controller, Human Resources, Division Directors

**Staff Proponent:** Executive Director

**Supersedes:** September 1, 2010 and April 10, 2017 and April 1, 2018

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### A. Purpose:

To identify and provide structure and format for responsibilities and authority of Division Directors, Human Resources, Controller, The Adjutant General, and the Deputy Executive Director.

### B. Background:

Colorado statute (24-50-501 through 514 (Part 5) C.R.S.) and the Colorado Department of Personnel and Administration Personnel Rules, R-1-8, require each agency to establish a written document specifying the appointing authority.

### C. Definitions:

Appointing Authority as it relates to Personnel Actions for State employment as specified in Rule 1-8 to 1-11 of the State Personnel Rules are delegated as follows:

### D. Policy:

The Deputy Executive Director is delegated as appointing authority for Rule 6-10 meetings for all State Employees within CONG, CAP, and EDO, establishing classified pay plans, pay differentials, business decisions to include layoffs, new hire salaries, job related and career enhancement course payment approval, discretionary administrative leave and other incentives, and approval of international travel, disciplinary actions, and as the final authority on grievances within the Department of Military and Veterans Affairs.

The Director of the Division of Veterans Affairs is delegated as the authority on Rule 6-10 meetings and grievances within the Division of Veterans Affairs, and as the final authority on performance management and evaluation ratings that are recommended by any lower level authority for appropriate rating and accountability.

The Human Resources Director is delegated as appointing authority for Official Custodian of Personnel Files, Classification, Selection, Ethics Officer, Equal Opportunity Employment, Ombudsman, FMLA Coordinator, Fair Labor Standards Act exemptions, Workman's Compensation, Benefits, ADA, Mediator, Personnel Training, carrying out effective pay management systems consistent with State Rules, and the performance management and merit pay system.

Colorado National Guard, Civil Air Patrol and Veterans Affairs Division Directors, on behalf of their individual supervisors/managers/unit/department/area, are delegated as appointing authority for compliance with department policies and State Rules and state/federal laws, orienting employees to the work place, safe working conditions and tools of employment, leave management, performance management and recommending evaluation ratings to the reviewer for performance evaluations to The Adjutant General and the Deputy Executive Director prior to administration of rating, interview and selection, acceptance of resignations, defining scope of employee work through position descriptions, initiating personnel-related forms for all employment and pay actions, managing employment work budget, work unit hours and schedules to include meal periods and breaks (consistent with organizational hours and needs), identifying positions to be created or abolished, assigning employees to positions, recommending individual position work locations, corrective actions, and recommending disciplinary action.

The Controller is delegated as appointing authority to develop adequate systems and controls for all State fiscal matters for the Department of Military and Veterans Affairs. All requirements and procedures for fiscal matters shall conform with State Fiscal rules and policies (i.e. fund accountability, approval of expenditures, contracts, purchase orders, petty cash, etc.).

It is expected that any actions contemplated through the delegations will be coordinated with Human Resources and the Deputy Executive Director, who will advise The Adjutant General.

**Official:**



Brigadier General Laura Clellan  
The Adjutant General of Colorado  
Executive Director of DMVA

**Distribution:** DMVA Controller, Human Resources, CONG, CAP, and Veterans Affairs Division  
Directors  
Deputy Executive Director  
DMVA Website