



STATECIVILSERVICE

JOB AIDS AND RESOURCES

Documentation of who has
Appointing Authority

The Appointing Authority for each agency is defined by state law. The Statutory Appointing Authority may delegate authority within the agency. Each agency Human Resource Office must maintain a record of any delegation of Appointing Authority within the agency, and any changes to that delegation of Appointing Authority. Records of delegation of appointing authority must be permanently retained.

Further information regarding Appointing Authority or the delegation of appointing authority may be found in [Job Aids and Resources: Chapter 12, Civil Service Rule 12.1](#).