

## **DHHS Directive Number II-40**

**Title:** Delegation of Authority to the Director, Division of Human Resources  
**Effective Date:** November 3, 2008  
**Revision History:** January 1, 2002  
**Authority:** G.S. 143B-10

### **Purpose**

The purpose of this directive is to delegate, clarify and specifically confirm certain authorities of the Secretary of the North Carolina Department of Health and Human Services (NC DHHS) to the Director of the Division of Human Resources. This position shall report to the Secretary through the Deputy Secretary.

### **Delegation of Authority**

As provided in G.S. 143B-10(a), the Secretary of the DHHS delegates the following functions and responsibilities concerning management and administration to the Director of the Division of Human Resources, subject to state and departmental policy:

1. The functions of management, related to the Division of Human Resources, as defined in G.S. 143B-10 which include: planning, organizing, staffing, directing, coordinating, evaluating, reporting, and budgeting.
2. The management and rulemaking authority (in coordination with the Office of the General Counsel) to develop and carry out programs, including, but not limited to:
  - A. Human resources actions within the department;
  - B. Human resource policy and procedures for the department;
  - C. Rules and regulations of the State Personnel Commission;
  - D. Decentralization Agreement with the State Personnel Director;
  - E. Employees of the department covered under G.S. Chapter 115C; and

- F. Human Resource Administration for department schools, institutions and other educational programs.
- 3. Department human resources policies and procedures and other pertinent information will be communicated to management and employees in the form of written policies and such other forms as the Director, Division of Human Resources, deems necessary.
- 4. Provide training and technical assistance to all divisions and offices to ensure consistency in the application of human resources policies and procedures across the department.
- 5. The Director shall be responsible for ensuring that the division is familiar with and adheres to the department's policy and procedures manual.

The Director of the Division of Human Resources shall consult with and keep the Secretary and/or the Secretary's designee informed on all priority issues in the department.

This delegation of authority shall not deprive the Secretary from performing, in lieu of the Director of the Division of Human Services, any of the acts set forth above. This delegation of authority may be amended or withdrawn by the Secretary at any time and without notice. This delegation of authority shall not apply to any actions which by law, state policy, or NC Governor's Executive Order, may only be executed by the Secretary.

APPROVED

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Dempsey Benton, Secretary  
Department of Health and Human Services