



**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 2.47	
TO:	Department/Division Heads
FROM:	Jane S. Brautigam, City Manager
SUBJECT:	Delegation of Authority – Approval of Personnel Action Forms
DATE:	January 31, 2003
Supersedes and replaces Administrative Order 2.47 dated 03/29/02 regarding same subject.	

I. PURPOSE

The purpose of this Administrative Order is to delegate authority for the approval of all Personnel Actions involving Seasonal/Temporary/Intermittent/Emergency employees. Questions regarding this Administrative Order should be directed to the Office of the City Manager or the Division of Human Resources/Procurement.

II. DELEGATION OF AUTHORITY

Section 5.04 (POWERS AND DUTIES OF THE CITY MANAGER) of the Revised Dublin Charter establishes that the City Manager or designee shall appoint, promote, suspend, remove, or otherwise discipline City employees. Section 33.08 (C) of the Dublin Codified Ordinances also authorizes the City Manager to delegate any and all duties assigned by Chapter 33 of the Codified Ordinances.

In accordance with Section 5.04 of the Revised Dublin Charter and Section 33.08 (C) of the Dublin Codified Ordinances, I hereby authorize the Director of Human Resources/Procurement to approve all above-referenced Personnel Actions involving Seasonal/Temporary/ Intermittent/Emergency employees. Unless otherwise notified, the City Manager shall retain final approval authority for all such Personnel Actions involving employees serving in Full-Time and Part-Time Permanent positions.