

PART 2045 - GENERAL

Subpart N - Delegation of Employment and Classification Authorities

§2045.651 Purpose.

The employment and classification authorities delegated to the Administrator by the United States Department of Agriculture (USDA) Director of Personnel, are herein redelegated to the incumbents of specified Rural Development positions. These authorities may only be further redelegated subject to the procedures and limitations contained in this subpart.

§2045.652 Employment and classification authorities.

(a) Associate Administrator. The Administrator may redelegate employment and classification authorities to the Associate Administrator in writing at the Administrator's discretion.

(b) Director, Personnel Division. All employment and classification authorities delegated to the Administrator are redelegated to the Director, Personnel Division, who may exercise these authorities along with other authorities delegated directly by the USDA Director of Personnel. The Director, Personnel Division, may redelegate employment and classification authority to any other qualified employee of the Personnel Division not expressly designated in this subpart. These additional redelegations will be issued in writing at the discretion of the Director, Personnel Division. Additional redelegations of employment or classification authority may not be authorized by another individual, other than the Deputy Director, Personnel Division, who is acting in the absence of the Director, Personnel Division.

§2045.653 Employment and classification delegates and jurisdictional areas.

(a) National Office. The Director, Personnel Division, redelegates all employment and classification authorities to the Chief, Staffing and Classification

---

DISTRIBUTION: P

Personnel  
General

Operations Branch, except for those specifically reserved to the Director by the Office of Personnel Management (OPM) or the USDA Office of Personnel (OP) by regulation. The Chief, Staffing and Classification Operations Branch, has authority to redelegate employment and classification authority to Section Chiefs within the Branch. The Section Chiefs have authority to redelegate employment and classification authority to qualified specialists within their Sections.

(b) Finance Office. The Assistant Administrator, Finance Office, is delegated classification authority for positions at GM-13 and below, and employment authority to fill Finance Office positions in St. Louis, Missouri, at GS-12 and below, except for positions and actions specifically reserved to higher levels by OPM, OP, or RD Instructions, standards, and guides. All employment and classification authorities delegated to the Assistant Administrator, Finance Office, are redelegated to the Personnel Officer, Finance Office. These authorities may be redelegated in writing to qualified Personnel Management Specialists (PMS's) within the Finance Office. The Director, Personnel Division, retains employment authority at GM-13 and above, and classification authority at GM-14 and above. Requests to establish and/or fill positions beyond delegated authority requires National Office approval. Such requests should be sent to the Administrator, Attention: Director, Personnel Division.

(c) State Offices. State Directors, Administrative Officers (AO's) and PMS's are herein delegated employment authority for positions at GS-12 or below, and classification authority for positions at GS-7 or below, except for actions specifically reserved to higher levels by OPM, OP, or RD Instructions, standards, and guides. The Director, Personnel Division, retains employment authority for positions at GM-13 and above, and classification authority for positions at GS-8 and above. Requests to establish and/or fill positions beyond delegated authority requires National Office approval. Requests should be sent to the Administrator, Attention: Director, Personnel Division.

§2045.654 Restrictions on delegated employment and classification authorities.

(a) Authorities delegated herein are subject to the terms, conditions, and clearance requirements specified in relevant OPM, USDA and Rural Development regulations, standards, and guides. In cases where Rural Development guidance is in conflict with OPM and/or USDA regulations or is absent, current OPM and/or USDA regulations govern, respectively.

(b) State Offices and the Finance Office are responsible for researching, documenting, and exercising delegated authority in accordance with governing regulations, standards, and guides. Failure to exercise delegated authority properly may lead to revocation or restriction by the Director, Personnel Division.

§2045.655 Delegation of additional classification authority.

(a) General policy. It is Rural Development policy to encourage field AO's and PMS's to obtain necessary training and experience to qualify for additional delegations of classification authority up to and including the GS-12 level.

(b) Procedure for requesting additional authority. Field Offices may request increased authority via a written submission to the National Office Personnel Division. Submissions must include the name, title, series, and grade of the person to whom the authority will be delegated, a description of the prospective delegate's classification experience and training, the level and types of positions for which authority is requested, and at least three representative examples of position descriptions and evaluations prepared by the person(s) for whom authority is requested.

(c) Approval and retention of additional authority. Requests for additional classification authority will be reviewed by the National Office Personnel Division. Written approvals will be granted to persons, not positions, subject to certification of technical competency. Delegates are responsible for maintaining technical competency through continued training and practice. Authority must be renewed by request after 3 years in order to be retained.