



**STATECIVILSERVICE**

# **JOB AIDS AND RESOURCES**

## Delegation of Full Authority

PARISH OF EAST BATON ROUGE  
STATE OF LOUISIANA

### DELEGATION OF APPOINTING AUTHORITY

BEFORE ME, the undersigned Notary, personally came and appeared:

\_\_\_\_\_

who, after being duly sworn by me, did depose and say:

That he is the Assistant Secretary for the Office of \_\_\_\_\_ in the Department of \_\_\_\_\_;

That as such and pursuant to LSA-R.S.36: \_\_\_\_\_, he is the appointing authority for all employees in that Office;

That he hereby delegates to each of the following Facility Administrators (and their successors in office) appointing authority for all employees assigned to their respective Facilities:

- ABC, Facility Administrator for XYZ Facility
- DEF, Facility Administrator for UVW Facility
- GHI, Facility Administrator for RST Facility

Thus done and passed in my office in Baton Rouge, Louisiana, in quadruplicate originals, before the witnesses whose signatures appear below, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Witness #1

\_\_\_\_\_  
Appointing Authority

\_\_\_\_\_  
Witness #2

\_\_\_\_\_  
Notary Public