

**Office of Management & Budget
Revised Program Delegation of Approval Matrix**

Exempt or Partially Exempt Positions	Final approval
Hiring/appointing exempt, partially exempt (includes AS 39.27.011(k)), placing in acting status, or temp exempt positions range 21 & above (include resume and prior incumbent salary & acting status expires four months)	OMB Director and Chief of Staff
Establishing new exempt, temporary exempt, or partially exempt positions of any type (except interns): full-time, part-time, seasonal, temporary, and nonpermanent	OMB Director and Chief of Staff
Extending temporary exempt, short-term and long-term nonpermanent exempt, or partially exempt positions (temporary exempt positions may be extended up to two-years)	OMB Director
Change position location, type, or job title for exempt and partially exempt positions, except temporary exempt positions established under AS 39.25.110(9)	OMB Director
Change position location, type, job title, job class, or range for temporary exempt positions established under AS 39.25.110(9)	OMB Director
Greater than 5% cumulative salary increase for a fiscal year	OMB Director and Chief of Staff
Classified Positions	Final approval
Recruitment and hiring of budgeted full-time, part-time, non-permanent, and seasonal classified positions	Commissioner or their designee
Establishing new full-time, part-time, and seasonal classified positions	OMB Director
Establishing new or extending on-call, temporary/non-permanent classified positions	ASD
Other Position Actions	Final approval
Intern Positions – including statutorily exempt agencies under AS 39.25.110(11) and AS 39.25.110(22)	ASD
Reclassification of permanent classified positions resulting in less than three range increase	ASD
Reclassification of permanent positions resulting in three or more range increase (reclassification of temporary or non-permanent positions is not allowed)	OMB Director
Implementation or extension of LOA's impacting monetary terms (pay, stipend, allowance, reimbursement, leave, etc.). RP log transaction type LOA	Director of Personnel & Labor Relations, OMB Director, and Chief of Staff
Location transfers for filled positions	Director of Personnel & Labor Relations, OMB Budget Analyst, and ASD
Location transfers for vacant positions	ASD
Position transfers between departments	OMB Budget Analyst and ASD

**Office of Management & Budget
Revised Program Delegation of Approval Matrix**

Budget Transfers	Final approval
Transfers to or from the personal services line. Need detailed explanation in ABS RP log comments field (for report due to Legislature)	OMB Budget Analyst
Transfers to or from all other line items	**ASD
Transfers between operating budget allocations within the same appropriation	**ASD
Transfers between operating budget appropriations	No transfers allowed
Transfers between general obligation bond appropriation allocations	OMB Director
Transfers between capital project appropriation allocations	**ASD
Transfers of expenditures between operating and capital appropriations	OMB Budget Analyst and ASD
Reimbursable Service Agreements (RSAs)	Final approval
Budgeted RSAs, Unbudgeted RSAs, Unbudgeted RSA Amendments, RSA Amendments extending completion date - I/A increases (including unbudgeted I/A)	ASD
Budgeted RSAs, Unbudgeted RSAs, Unbudgeted RSA Amendments, RSA Amendments extending completion date except for I/A increases	**ASD
Miscellaneous	Final approval
Change scope of capital project	OMB Director
Reorganizations, consolidations, or elimination of agencies	OMB Director
Revised Programs that require Legislative Budget and Audit Committee approval (AS 37.07.080(h))	OMB Director
Language transactions in the operating budget (e.g., language supplementals, credit card fee transactions, etc.)	OMB Operating Budget Coordinator
Job class study requests	Director of Personnel & Labor Relations and OMB Director
Creation or increases of fees	OMB Director and Chief of Staff

*ASDs may delegate approvals for items noted with ** through a written delegation filed with OMB. Other approvals may not be delegated unless through a formal assignment of acting status.*