

This form is intended to be used by Appointing Authorities to designate/authorize an individual to transact business with the Personnel Board, otherwise requiring Appoint Authority approval or signature. The appointing authority must provide a signature in the space below to authorize the designee. If a designee changes, you should complete a new form at once to avoid delays in transactions requiring approval or signatures in your agency. Scan and email the completed form to systemsandreporting@pbjcal.org. If at any time there is a need to change or remove a designee changes, please immediately inform the Personnel Board in order to avoid delay in processing personnel-related actions in your agency.

Designee Information (i.e., individual who will be authorized as the Appointing Authority's designee)

Name: _____ Merit System ID # (if applicable): _____

Work Phone: _____ Work Email: _____

Job Title: _____ Department: _____

If the above indicated individual is to serve as the Appointing Authority designee for *less than all* employees in the agency (e.g., they are to be the designee for only a given department), then please indicate the applicable department(s)/unit(s) within the agency for which they shall serve as a designee below:

Designee Signature: _____ Date: _____

Appointing Authority Information

My signature below indicates that I have designated authority to the above listed employee to sign and approve Personnel Board related requests and actions on my behalf in capacity as Appointing Authority. I understand that this authorization is effective immediately and will remain in effect until revoked by me or the succeeding Appointing Authority.

Appointing Authority Name: _____ Agency: _____

Email Address: _____ Work Phone: _____

Signature: _____ Date: _____

For Personnel Board Use Only

Approved Denied

Sys. & Rep. Mgr Signature: _____

Comments: _____

Date Received: _____
