

ADMINISTRATIVE PROCEDURES



Procedure Number: 22-59

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C. Dunkelberg
County Administrator

SUBJECT: **DELEGATION OF AUTHORITY**

DEPARTMENT RESPONSIBLE: **FINANCE AND RISK MANAGEMENT**

STATEMENT

The ability to access various system definition modules in the Synergen system is essential for the proper operation of the system but is also a security issue in that access to a module gives unrestricted access within that module and, therefore, the system's definitions are vulnerable to unauthorized changes by those with access. It should be noted that though anyone with access to a module may change anything, the Audit Log details all changes that are made by the individual making those changes.

It is not expected that Supervisory personnel complete all system entries. Therefore, there must be a mechanism to delegate this responsibility. This procedure explains how the delegation of responsibility to access the Code Table module, Business Rule module, Blanket Contract Access Lists functionality, and Change Password functionality is made.

I. PROCEDURE

- A. Complete the Delegation of Authority document posted on the Information Technology website (<http://intranet.pima.gov/isd/index.html>) or as Attachment 1 of this procedure. This document must have actual, written signatures to be properly completed.
1. Enter the Requesting Supervisor's name, Department, and Date.
 2. Enter the Employee's name, EIN, and Job Title.
 3. Check either the Grant or Revoke Access box.
 - a. If the Grant Access box is checked, check whether the access is for an Unlimited or Limited timeframe.
 - b. If the Limited timeframe box is checked, specify the termination date.

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4. Check the box for the type of access being requested.
 - a. If Code Tables is checked, specify the code table(s) that can be changed.
 - b. If Business Rules is checked, specify the business rule(s) that can be changed.
 - c. Blanket Contract Access Lists functionality.
 - d. Change Password functionality.
 - e. If Other is checked, specify the module and type of access to be granted.
 5. Enter the reason/purpose for this employee to be given access to the module(s).
 6. The employee must sign and date the document.
 7. A department authorized signer must sign and date the document.
- B. The Delegation of Authority form will be forwarded for approval to the Synergen Committee Coordinator during its existence or to the Director of Finance and Risk Management or designee, if the committee is disbanded. Requests for access that may present a conflict in separation of responsibilities will be referred to Internal Audit .
- C. When the Synergen Committee approves the delegation, the form will be signed by a committee representative and will be returned to the requesting department. The department will proceed with attaching the delegation form to the appropriate employee record and will create a change request to have the responsibility granted.
- D. The system will be monitored to ensure that changes made by the delegated employee in the Synergen system are within the scope of the delegated authority. If an employee is found to be acting outside the scope of the Delegation of Authority, the delegated access to the Synergen system will be immediately revoked pending review by the employee's Department Director and the Synergen Committee/Director of Finance and Risk Management. Failure to abide by restrictions on access may result in disciplinary action.
- E. When the employee is reassigned to another job within or outside of the employee's original department or when the employee terminates employment with Pima County, the Department must initiate revocation of this delegation by completing a change request to terminate system access. Revocations do not have to be approved by the Synergen Committee or Director of Finance and Risk Management unless the revocation is directed from outside the employee's chain of command.

- F. The Department is responsible for notifying the employee of a revocation of access.

- G. If the employee no longer requires delegated authority to access the Synergen system to complete job duties, it is the Supervisor's responsibility to complete a Delegation of Authority form requesting revocation, attach it to the employee record, create a revised Synergen Access Form, and create a change request to modify the employee's system access. Failure to revoke Synergen access appropriately may result in disciplinary action.

DELEGATION OF AUTHORITY ACCESS FORM

Requesting Supervisor	Department	Date
Employee	EIN	Job Classification & Title

REQUESTED ACTION:

- Grant Access
- Unlimited timeframe
- Limited timeframe – specify termination date: _____
- Revoke Access

APPLY TO:

- Code Tables: Specify code table(s): _____
- Business Rules: Specify business rule(s): _____
- Blanket Contract Access Lists (Note: The Department Authorized Signer must authorize specific blanket contract access list delegation separately and must maintain this documentation on file.)
- Change Password functionality
- Other – specify: _____
- Reason/Purpose for Access _____

I, _____ will not access or change any modules other than those specifically indicated above.

Employee Signature _____ Date _____ Department Authorized Signature _____ Date _____

Synergen Committee Signature _____ Date _____

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** Refer to the Administrative Delegation of Authority in Synergen procedure for submission instructions. **