**Section 117.15 Responsibilities**

a) Unless otherwise specified, the Director, Chief Administrative Officer, or Chief Executive Officer may delegate responsibilities stated in this Part to another person or persons or designate another person or persons to perform the duties specified.

b) No other individual may routinely perform duties whenever a Section in this Part specifically states the Director, Chief Administrative Officer, or Chief Executive Officer shall personally perform the duties. However, the Director, Chief Administrative Officer, or Chief Executive Officer may designate another person or persons to perform the duties during periods of his or her temporary absence or in an emergency.