



“Certificate” & “Promotion” Action Reason Changes

In an effort to maintain accuracy with LaGov HCM entry choices with the centralization of the LACareers process, “Certificate-Agency Delegated” and “Promo Comp Agency Delegate” have been designated with the “Do Not Use” tag and are to be discontinued from use.

Two new action reasons have been made available for immediate use:

1. **Action Reason M2 “Certificate”** – Use for job appointments and probational appointments made from an eligible list. This new action reason replaces the “Certificate-Agency Delegated” action reason.
2. **Action Reason M3 “Promotion-Certificate”** – Use for promotional appointments made from an eligible list. This new action reason replaces the “Promo Comp Agency Delegate” action reason.

As with all LaGov HCM reasons designated with a “Do Not Use” tag, State Civil Service will not cite for any “Certificate-Agency Delegated” and “Promo Comp Agency Delegate” action reasons used prior to the date of this Quick Tip since these entries were considered accurate at the time of use.

The SCS Entry Guidelines will be updated soon to reflect this change. In the interim, use this Quick Tip for entry guidance.

Questions? Call Data Quality Management at (225) 342-8294