



STATE CIVIL SERVICE

COMPLIANCE AND AUDIT DIVISION

Cycle 7 Focus Areas

Focus Area:	Types of Actions:	General List of Items Reviewed:*
Unclassified Authority	<ul style="list-style-type: none"> -CS Rule 4.1(d)1 -CS Rule 4.1(d)2 	<ul style="list-style-type: none"> -State Civil Service approval letters
Hire	<ul style="list-style-type: none"> -Hiring action which must be posted under Rule 22.3(a) -Appointments exempted from posting under Rule 22.3(b) -Temporary Appointments: Classified WAE/Job Appointments -Appointments exempt from testing under Rule 22.8: LRS Program, 3.5 GPA, approved out of state vacancies, veterans honorably discharged within prior 12 months 	<ul style="list-style-type: none"> -Appointing Authority approval -Certification for Compliance -Vacancy posting -Application -Appointee score -MQ check/verification -Eligible List -Timely hire authorization -DPRL check -Temporary appointment justification -Statement of Agreement and Understanding -# of hours worked (WAE) -Timely entry in LAGov HCM -Updated position descriptions -Correct pay -6.5(g) verification -Pay policies/posted -PES planning and evaluation documentation
Promotion	<ul style="list-style-type: none"> -Promotions which must be posted under Rule 22.3(a) -Promotions exempt from posting under Rule 22.3(b) -Promotions exempt from testing under Rule 22.8: LRS Program, approved out of state vacancies 	<ul style="list-style-type: none"> -Appointing Authority approval -Certification for Compliance -Vacancy posting -Application -Appointee score -MQ check/verification -Eligible List -Timely hire authorization -DPRL check

		<ul style="list-style-type: none"> -Timely entry in LAGov HCM -Updated position descriptions -Correct pay -PES planning and evaluation documentation
Detail to Special Duty	<ul style="list-style-type: none"> -Regular -SCS Director Approved Detail 	<ul style="list-style-type: none"> -Appointing Authority approval -Certification for Compliance -MQ check/documentation -Detail justification -SCS Director Approval -Timely entry in LAGov HCM -Updated position descriptions -Correct pay -PES planning and evaluation documentation
Reallocation	<ul style="list-style-type: none"> -Regular -Career Progression Group 	<ul style="list-style-type: none"> -Appointing Authority approval -Certification for Compliance -MQ check/documentation -Timely entry in LAGov HCM -Updated position descriptions -Correct pay -PES planning and evaluation documentation
Optional Pay Adjustment	<ul style="list-style-type: none"> -Base Pay -Lump Sum 	<ul style="list-style-type: none"> -Appointing Authority approval -Certification for Compliance -Policy approved by Commission -Policy/recipients posted -Justification documentation -Timely entry in LAGov HCM -Updated position descriptions -Correct pay -PES planning and evaluation documentation
Rewards and Recognition		<ul style="list-style-type: none"> -Appointing Authority approval -Certification for Compliance -Policy approved by Commission -Policy/recipients posted -R&R justification -Timely entry in LAGov HCM -Updated position descriptions -Correct pay -PES planning and evaluation documentation

Demotion	Voluntary	<ul style="list-style-type: none"> -Appointing Authority approval -Certification for Compliance -Vacancy posting -Application -Appointee score -MQ check/verification -Eligible List -Timely hire authorization -Timely entry in LAGov HCM -Updated position descriptions -Correct pay -DPRL Check -PES planning and evaluation documentation
Market Adjustment		<ul style="list-style-type: none"> -Appointing Authority approval -Certification for Compliance -Timely entry in LAGov HCM -Updated position descriptions -Correct pay -PES planning and evaluation documentation
Attainment of Permanent Status		<ul style="list-style-type: none"> -Appointing Authority approval -Certification for Compliance -Timely entry in LAGov HCM -Updated position descriptions -Correct pay -PES planning and evaluation documentation
Additional Policy Review		<ul style="list-style-type: none"> Grievance Affirmative Action Plans

*Documentation listed may not be required if not applicable to action audited.
This information may not be all inclusive and is subject to change.