



STATE CIVIL SERVICE

ACCOUNTABILITY DIVISION 6th Cycle Focus Areas

| Focus Area: | Types of Actions: | General List of Items Reviewed: |
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| 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 |
| Hiring | <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) -Appointments with various pay authorities: Min Hire Rate, 6.5(g), SER, Non-Competitive Reemployment, DPRL Hire -Temporary Appointments: Classified WAE/Job Appointments -Appointments exempt from testing under Rule 22.8: Voc Rehab/Blind Services, 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 (if required) -Application -Appointee score (if required) -MQ check/verification -Referral/Eligible List -Timely hire authorization -6.5(g) verification -Pay policies/posted (if required) -DPRL check -Temporary appointment justification -Statement of Agreement and Understanding (if required) -Timely entry in LAGov HCM -Updated position descriptions -Correct pay -PES planning and evaluation documentation |
| Promotion | <ul style="list-style-type: none"> -Promotions which must be posted under Rule 22.3(a) -Promotions exempted from posting under Rule 22.3(b) -Promotions with different pay authorities—SER -Promotions exempt from testing under Rule 22.8: Voc Rehab/Blind Services, approved out of state vacancies. | <ul style="list-style-type: none"> -Appointing Authority approval -Certification for Compliance -Vacancy posting (if required) -Application -Appointee score (if required) -MQ check/verification -Referral/Eligible List -Timely hire authorization -DPRL check -Timely entry in LAGov HCM |

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| | | <ul style="list-style-type: none"> -Updated position descriptions -Correct pay -PES planning and evaluation documentation |
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| Focus Area: | Types of Actions: | General List of Items Reviewed: |
|---------------------------------|---|--|
| Detail to Special Duty | | <ul style="list-style-type: none"> -Appointing Authority approval -Certification for Compliance -MQ check/documentation -Detail justification -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 -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 |
| Attainment of Permanent Status* | | <ul style="list-style-type: none"> -Appointing Authority approval -Certification for Compliance |

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| | | <ul style="list-style-type: none">-Timely entry in LAGov HCM-Updated position descriptions-Correct pay-PES planning and evaluation documentation |
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*Only sampled when we do not have enough other actions to review or if further review of action is needed.
This information may not be all inclusive and is subject to change.