



Byron P. Decoteau, Jr., Director

Post Office Box 94111
Baton Rouge, LA 70804-9111
225.342.8274
scsinfo@la.gov
civilservice.la.gov

GENERAL CIRCULAR NUMBER 2020-038

DATE: May 29, 2020

TO: Heads of State Agencies and Human Resources Directors

SUBJECT: COVID-19 – No. 27: State Civil Service Compliance Audit Adjustments

Due to the COVID-19 pandemic, State Civil Service suspended all Compliance Audits beginning on March 13, 2020. In an effort to provide auditing services to agencies while also considering the safety of both SCS and state agency staff, SCS will begin conducting Compliance Audits virtually, effective July 1, 2020. The current audit cycle that began on July 1, 2019 (Cycle 7) will continue as planned with the following adjustments:

- **Sample Size and Timeframe for Providing Documents** – Audit sample size will remain the same; however, agencies will be given five working days to gather and send the requested documentation to their SCS Compliance Auditor.
- **Compliance Audit System** – SCS has dedicated a portion of the HR Portal to allow agencies to upload requested documentation as part of their Compliance Audit. The SCS Compliance Auditor will provide specific instructions to the agency once the Compliance Audit has been scheduled. Alternative ways to submit the requested documentation will be provided, if needed.
- **Re-scheduling Postponed Compliance Audits** – Beginning in June 2020, SCS Compliance and Audit staff will begin rescheduling compliance audits that were postponed due to COVID-19.

We appreciate your patience and cooperation as we implement this new process. The safety of all SCS and state agency staff is of utmost importance and we will continue to monitor this process throughout the pandemic. Agencies will be notified if any changes are made to this process.

If you have any questions, please contact Melinda Robert, Compliance and Audit Administrator, at (225) 342-6502.

Sincerely,

s/Byron P. Decoteau, Jr.
State Civil Service Director