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STATECIVILSERVICE

GENERAL CIRCULAR NUMBER 2022-022

DATE:	**June 21, 2022**
TO:	**Heads of State Agencies and Human Resources Directors**
SUBJECT:	**Updates to Compliance Audits, CPTP Training, and Entry Guidelines Training**

In response to the COVID-19 pandemic, State Civil Service ceased all in-person Compliance Audits and Comprehensive Public Training Program (CPTP) courses in July 2020, instead offering virtual alternatives where possible and as appropriate. The response to our virtual options in various divisions within SCS has been very positive with some agencies and employees reporting their preference of having the flexibility of virtual options. For this reason, SCS will continue to offer virtual options for specific functions within the department.

COMPLIANCE AUDITING

While in-person audits have the benefit of allowing SCS auditors individual time with HR staff to review their files and address concerns while on-site, SCS recognizes that some agencies either need virtual auditing or prefer virtual auditing. Beginning July 1, 2022, state agencies will have the option to choose an in-person audit or a virtual audit. During the initial scheduling of the audit, Compliance Auditors will provide both options to an agency for them to choose what suits their needs best. If you have any questions regarding Compliance Audits please contact Melinda Robert, Compliance and Audit Administrator, at Melinda.Robert@la.gov.

CPTP TRAINING

The response to our virtual training options has been very positive with some learners reporting they prefer the flexibility of virtual options to in-person courses. For that reason, we plan to continue to offer virtual options for some of our most in-demand courses, such as our Supervisory Capstone courses, Conflict Management, and Time Management. Virtual courses are designated in LEO using the prefix ALT (ex, Alt Core Capstone I).

In-person training, however, is preferred for those learners who may not be able to take part in virtual training due to technical or environmental reasons. Therefore, earlier this year we began offering in-person agency-specific training. Agency-specific training includes training that has

been custom-built for specific agencies or that has been requested for delivery at an agency location for a similar group of agency personnel.

We have also recently resumed general audience in-person trainings, including Supervisory Capstone courses and Managing Conflict. Schedules through July are posted in LEO. If your agency has questions regarding a specific course, please contact Glyn Hays of the Talent Development division of State Civil Service at Glyn.Hays@la.gov.

ENTRY GUIDELINES

State Civil Service has recently received requests to bring back the previous in-person LaGov HCM Entry Guidelines training course. While SCS currently has a web-based training for LaGov HCM Entry Guidelines, in-person training for additional hands on training was previously offered as well. These courses were developed to provide guidance with LaGov HCM entry choices by first understanding the Civil Service Rule behind the entry. Accurate reporting in LaGov HCM allows SCS to evaluate agency personnel practices and ensure compliance throughout state government.

SCS will resume in-person Entry Guidelines & Reporting training classes beginning in July 2022. Scheduled classes will be posted in LEO.

Please note the web-based training for LaGov HCM Entry Guidelines (**CPTP SCS Entry Guidelines WBT**) course is a pre-requisite for the instructor-led LaGov Entry Guidelines (**CPTP SCS Entry Guidelines/Reporting**) course. For any questions, contact Jason Chapman of the Applications & Data Management Division of State Civil Service at Jasonk.Chapman@la.gov.

State Civil Service will continue to monitor the needs and requests of state agencies and make changes as needed. Agencies will be notified if any changes are made to this process.

Sincerely,

s/Byron P. Decoteau
Director