



INTERNAL POLICY AND PROCEDURE

**TITLE:** Procedures for Ensuring Civil Service Certification & Internal Control

**EFFECTIVE DATE:** November 23, 2004

**CANCELLATION:** None

**DIVISION:** BUSINESS AND ADMINISTRATIVE AFFAIRS (BAA)

**CATEGORY:** Human Resources (Civil Service Employment)

**RESPONSIBLE DEPARTMENT:** Human Resources (L)

**PROCEDURES & SPECIFIC INFORMATION**

1. **Purpose:**  
To establish procedures for ensuring civil service certification and internal control, in accordance with Policy and Procedures Memorandum BA-2130.1, [Civil Service Appointing Authority, Certification and Internal Control](#).

2. **Scope and Authority:**  
This procedure applies to all Human Resources staff involved in matters pertaining to Civil Service employees.

3. **Appointing Authority Responsibility**  
  
In accordance with Policy and Procedures Memorandum BA-2130.1, [Civil Service Appointing Authority, Certification and Internal Control](#), the Director of Human Resources serves as the Civil Service Appointing Authority for Delgado Community College. This gives the Director of Human Resources authority to take and to certify actions and or to delegate to other members of the Office of Human Resources staff approval to take actions and/or to certify compliance.

4. **Certification Authority Procedures**

1. The Human Resources Director will delegate to his/her staff by official memorandum designating who has authority to certify actions. This will inform Human Resources staff as to who has the authority to approve and who has authority to certify actions at the College.
2. Documentation of delegations of appointing authority to approve taking actions shall be maintained in the Human Resources Office, as well as any written documentation of who is the appointing authority's designee to certify compliance.

**5. Internal Control Procedures**

1. Internal Controls have been established by a Human Resources internal audit function of all actions taken during a bi-weekly pay period.
2. The Office of Human Resources will follow standard operating procedures as established for hiring, authorizing pay above the minimum, promotions, reallocations, merit increases, etc., in accordance with Civil Service guidelines.
3. Human Resources will follow established security procedures to protect confidential information.
4. Human Resources will follow an established system of checks and balances. This system will ensure that a complete HR function cannot be performed without the involvement or review of more than one employee.
5. Human Resources employees will be held accountable for the functions of their jobs by means of timely, thorough, job-specific PPR performance expectations and timely and thorough PPR reviews.

\*\*\*\*\*

*Review Process:*

Director, Human Resources 11/16/04  
Business & Administrative Affairs Council 11/23/04

*Approval:*

Vice Chancellor for Business and Administrative Affairs 11/23/04  
Civil Service Acceptance 1/5/05