

**POLICY & PROCEDURES MEMORANDUM**

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| <b>TITLE:</b>          | <b>CIVIL SERVICE<br/>APPOINTING AUTHORITY,<br/>CERTIFICATION &amp;<br/>INTERNAL CONTROL</b>  |
| <b>EFFECTIVE DATE:</b> | <b>*November 12, 2021</b><br><i>(*Title Updates 11/12/21; 1/20/10;<br/>original 1/18/05)</i> |
| <b>CANCELLATION:</b>   | none   |
| <b>OFFICE:</b>         | Human Resources (HR)   |

**POLICY STATEMENT**

In accordance with [Civil Service Rule 1.4](#), “appointing authority” means the agency, department, board, or commission, and the officers and employees thereof authorized by statute or by lawfully delegated authority to make appointments to positions in the State Service.” As an institution of the Louisiana Community and Technical College System (LCTCS), Delgado Community College’s Chancellor has delegated authority to make appointments to positions in the State Civil Service. To carry out this responsibility, the Chancellor has designated the Assistant Vice Chancellor for Human Resources as the appointing authority for the College. Written delegation of this appointing authority designation will be maintained in the Office of Human Resources.

In addition, as required by [Civil Service Rule 15.1 “Effecting and Recording Actions,”](#) as an appointing authority, the Assistant Vice Chancellor for Human Resources will take actions in accordance with the provisions of Article X, the [Civil Service Rules](#), the Uniform Classification and Pay Plans, and the policies and procedures issued by the Director of State Civil Service. Similarly, in accordance with [Civil Service Rule 15.3\(b\)](#), the Assistant Vice Chancellor for Human Resources will certify for each action affected under his/her authority that the action complies with the requirements of Article X, the [Civil Service Rules](#), the Uniform Classification and Pay Plans, and the policies and procedures issued by the Civil Service Director. The Assistant Vice Chancellor for Human Resources will ensure that the personnel actions and certifications of personnel actions are handled in accordance with Civil Service Rules. Written documentation for certification of rule compliance will be maintained by the Assistant Vice Chancellor for Human Resources on behalf of the College.

Regarding internal controls, it is required by [Civil Service Rule 15.1\(c\)](#) that the Assistant Vice Chancellor for Human Resources, as the College’s appointing authority, will establish adequate internal controls to prevent fraud and to ensure that actions are effected in compliance with the provisions of Article X, the [Civil Service Rules](#), the Uniform Classification and Pay Plans, and the

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policies and procedures issued by the Director of State Civil Service. Such internal controls must provide for a system of review, or checks and balances, to ensure that the execution of transactions matches the approvals. Adequate internal controls support and enable the certification of compliance with Civil Service law.

To ensure proper application of Civil Service regulations, the institution's local policies and procedures that pertain to the interpretation of [Civil Service Rules](#), policies and procedures will be subject to review by the College's [Business and Administrative Affairs Council](#), joint approval by the Assistant Vice Chancellor for Human Resources and the Vice Chancellor for Business and Administrative Affairs, and subsequent final approval by Louisiana Department of State Civil Service as applicable.

*Policy Reference:*

Louisiana Department of State Civil Service [Rule 1, "Definitions"](#)

Louisiana Department of State Civil Service [Rule 15.1 "Effecting and Recording Actions"](#)

Louisiana Department of State Civil Service [Rule 15.3, "Reporting and Certifying Actions"](#)

*Review Process:*

Human Resources 11/18/04

Business and Administrative Affairs Council 11/23/04

College Council 1/18/05

Original Approval 1/18/05

Title Updates Approval 11/12/21; 1/20/10

*Distribution:*

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