

Los Angeles Community College District Personnel Commission

Assignment Audit Process

The Personnel Commission is required to certify to the Board of Trustees that all classified assignments have been made in accordance with the Merit System Article of the Education Code and Rules of the Personnel Commission. No pay warrant can be drawn for an employee unless this certification by the Personnel Commission is completed.

Audit Process

1. The audit process requires that the Hiring Authority through their Personnel Assistant to submit a Report of Vacancy and all accompanying documentation such as 3-Day Letters to the Personnel Commission for audit before a final offer of employment can be made.
2. The Report of Vacancy is a single document which summarizes the method(s) used to contact eligibles for interview, what the result of the contact was, and the result of the interview process. See Sample Report of Vacancy
3. The most common problems associated with auditing a hiring process are:
 - Incomplete Report of Vacancy i.e. dates missing, names missing, etc.
 - The selected eligible is not reachable i.e. an eligible on a higher rank was not contacted, a rank was not cleared, additional eligibles were interviewed for logistical reasons and the selected eligible was not reachable.
4. When the Personnel Commission identifies a problem, the Personnel Assistant is contacted, advised of the specific nature of the problem, and asked to resolve the problem at the location level.
5. When an audit is finalized, the location Personnel Assistant and Vice President of Administrative Services is notified by email that the process is complete and a final offer of employment can be made. In turn, the Personnel Assistant notifies the Hiring Authority.