

Appointing Authority Approval
Compliance Certification
Internal Controls

Appointing Authority
approves an action

(fill a position, grant
permanent status,
promote, etc.)

HR Director
&
HR Staff
begin review

Trained HR Staff + Internal Controls

- CS Rules
- Agency Policy
- HR Office Procedures
- SOP's for Jobs

- Checks & Balances
- HR Staff Certifies

Compliant personnel
action is effected

