



Memorandum

To: Peter Neumer, Inspector General
Office of the Inspector General

From: Joan Coogan, Chief of Staff

Cc: Rosa Escareno, Superintendent and CEO
Argentene Hrysikos, Director of Human Resources

Date: October 11, 2024

Re: OIG Case No. 23-0139 and Case No.24-0168

The OIG, in its role as the Compliance Monitor, is authorized to receive and investigate complaints of alleged violations of the District's Employment Plan (Plan) and audit compliance with the Plan. This memo serves as the required management response from the Superintendent upon an OIG finding of non-compliance with the Plan in the two cases captioned above.

For Case No. 24-0168, the Superintendent endorses the response provided by the Human Resources Department (HR) to the OIG earlier this year which was as follows:

- Human Resources has created a list of approximately 500 current employees will be required to complete OIG Interviewer Training on the Success Center prior to participating in an interview panel.
- Human Resources has identified titles that participate in interview panels and will use the list to assign future trainings.
- Workforce Development assigned the course to these individuals on the Success Center and Human Resources sent an e-mail to these employees with the directive, purpose and deadline.
 - Workforce Development will assist in HR in tracking compliance.
 - While staff has received a shorter deadline than September 30, 2024; HR will monitor and follow up with non-compliant staff.

- Human Resources continues to work with Department Heads to edit/augment qualifying titles that will require the training.
- As individuals or new hires are hired in these titles, they will be directed to complete the training.
- HR is in process of drafting Interviewer training to identify best practices, proper technique, etc.
 - HR is currently meeting with the SEIU (“Hiring Committee” that was negotiated in new contract) to discuss training and communication.

For Case No. 23-0139, the Superintendent endorses the response provided by the HR to the OIG earlier this year which was as follows:

- The HR department has been working in collaboration with the OIG to amend and update various section of the Employment Plan for better utilization and understanding of the current hiring processes; HR and OIG will continue to identify and address necessary updates to the Employment Plan through 2024 and 2025.
- All HR staff including the HR Managers have since completed the Employment Plan Interviewing Training for HR in the Success Center for compliance of Section V(C)(1) of the Employment Plan.
- Realizing TALEO system has limited hiring functions and capabilities, HR is working to transition from the TALEO hiring system into the current ESS Oracle Recruiting Cloud system, to streamline and provide better functionality to the actual hiring process. This would alleviate the TALEO sequence errors that were identified. Further, HR will work to identify a workable timeline to notify candidates, close out requisitions, and create amendments to the Employment Plan to allow for referral lists and communication to candidates to provide transparency regarding the hiring timeline/process.
- HR will continue to train and update staff on best hiring practices and to be in compliance of the Employment Plan and Park District hiring policies.
- HR has assigned and will continue to assign all potential Interviewers to the Employment Plan Interview Training in the Success Center to be compliant with Section V(C)(3) of the Employment Plan.

As has been noted by the OIG in several recent findings of non-compliance with the Plan including in these cases, there is an ongoing collaborative review of the Plan (first adopted in 2014 and not revised since then) between HR and the OIG to update it as needed to make sure it serves the purposes of fair processes and transparency in all personnel matters as envisioned by the initial adoption of the Plan