



## Memorandum

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

From: Joan Coogan, Chief of Staff

Cc: Carlos Ramirez-Rosa, Superintendent and CEO  
Argentene Hryzikos, Director of Human Resources  
Perla Gonzales, Deputy Director of Human Resources

Date: April 30, 2025

Re: OIG Case No. 24-Q3-0249

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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 case captioned above.

For Case No. 24-Q3-0249 the OIG investigated a complaint that was ultimately found to be unsubstantiated. However, the investigation did reveal three violations of the Plan in process and procedure in Human Resources (HR) while handling an employment application for a particular position in IT. As a result, the OIG recommends as follows:

- HR take steps sufficient to ensure that HR staff are familiar with the record retention requirements of the Employment Plan and Local Records Act and are complying with those requirements.
- HR provide staff appropriate guidance on which positions require submission of academic transcripts.
- Wherever possible, work with hiring departments to eliminate the use of the phrase "or an equivalent combination of training and experience" from positions descriptions or provide greater clarification as to which requirements that phrase applies and greater specificity as to what training and experience would substitute for the detailed requirements.

As to the first item, in late 2022/early 2023, HR reviewed the Park District Record Retention schedule and set retention periods for the records frequently kept in HR. HR maintains an easy to follow, color-coded system to address the retention schedule and has made that available through a PowerPoint

guide which can be accessed on Sharepoint, and which was distributed to HR staff when it was first created. HR has committed to recirculating the information again given the findings in this OIG report.

With respect to transcripts, HR has also indicated that it will reiterate requirements for when transcripts are necessary during the next all staff HR meeting and additionally discuss the requirements when there is an experience equivalency permitted.

Concerning the wording of job descriptions, HR recognizes the need to update job descriptions for a number of reasons including the one noted in this recent investigation and is exploring working with a consultant to update them. In the interim, HR in collaboration with Community Recreation is working on updating certain often posted job descriptions, including providing more clarity on what meets minimum requirements.

Thank you for your report concerning these processes.