	Policy # 804
SACRAMENTO COUNTY	

Subject: COMPASS Confidentiality
Responsible Department: Personnel Services

Effective Date: 07/1986	**Revision Date:** N/A
David Devine **Director of Personnel Services**	**Navdeep S. Gill** **County Executive**

1. **Purpose**
   To outline responsibilities for maintaining confidentiality and security of the on-line Personnel Information System, which is accessed through computer system terminals.

2. **Authority**
   Sacramento County Executive Officer.

3. **Scope**
   The Department of Personnel Management is responsible for the processing of all amendments to the Salary Resolution and for the maintenance of the master copy of the Salary Resolution.

4. **Policy**

   Department of Systems and Data Processing

   a. Programs and maintains the on-line Personnel Information System.

   b. Designs screens for accessing the personnel/payroll system as required by Personnel Actions, DPM.

   c. Determines appropriate work authorization numbers for users.

   d. Provides Personnel Actions, DPM with log-on numbers for users.

Personnel Actions Section, Department of Personnel Management

a. Assures security of the on-line Personnel Information System, providing System access only to operating departmental employees who are authorized access in order to carry out their assigned duties.

b. Notifies the Department of Systems and Data Processing of new users. Obtains log-on numbers and work authorizations numbers.

c. Determines which transactions may be used on the on-line Personnel Information System by operating departments.

d. Assigns log-on numbers to operating departments.

e. Trains authorized operating department personnel to access and use the Personnel Information System.

f. Provides authorized personnel with procedures for the Personnel Information System update and inquiry.

g. Assists the operating departments in resolving problems that arise in using the Personnel Information System.

h. Maintains lists of those employees in each operating department who are authorized to access the Personnel Information System.

Operating Department

a. Maintains confidentiality and security of the information in the on-line Personnel Information System, assuring that only specifically authorized personnel handle, access, disseminate and receive Personnel Information System data.

b. Obtains password from employees who are no longer authorized to access the on-line Personnel Information System, since the password is not known to anyone but the employee.

c. Notifies Personnel Actions in writing when any departmental personnel are newly authorized or restricted from accessing the Personnel Information System data. Uses the attached Inter-Department Correspondence forms as masters for photocopying.

- Uses the form entitled, "Removal of Authority to Access the On-Line Personnel Information System" when an authorized employee changes duties, transfers to another department or separates from County service. Submits this form as soon as the effective date of that change is known, usually before the selection of that employee's replacement. (See Attachment 1)

- Uses the form entitled, "Authorization of Employee(s) to Access Personnel Information System" when: 1) department elects to access the on-line Personnel Information System and has the necessary equipment installed; and 2) to authorize staff who previously have not been authorized to use the system. (See Attachment 2)

d. Assures that only those transactions identified by Personnel Actions, DPM are entered through the on-line update portion of the Personnel Information System.

5. <u>Review</u> Not Applicable