# Chapter 14
# Public Service Commission

## 1.0 MAIN POINTS

In 2015-16, the Public Service Commission (PSC) had effective rules and procedures to safeguard public resources and complied with authorities governing its activities other than that it needs to consistently and promptly remove unneeded user access to its IT systems.

## 2.0 INTRODUCTION

PSC is the central human resources agency for ministries in the Government of Saskatchewan.[1] It provides leadership and policy direction for the development of a professional public service. PSC delivers human resource services to ministries including staffing, classification of positions, compensation and labour relations, and works with ministries in the delivery of human resource services.[2]

**Figure 1** outlines PSC's 2015-16 expenses by major program. At March 31, 2016, PSC held tangible capital assets (primarily IT equipment and software and building improvements) with a net book value of $2.9 million.

**Figure 1—Expenses by Major Program**

|  | Estimates 2015-16 | Actual 2015-16 |
|---|---|---|
|  | (in millions) | |
| Central Management and Services | $    6.0 | $    6.0 |
| Human Resource Client Services and Support | 14.0 | 13.3 |
| Employee Relations, Policy and Planning | 3.6 | 3.6 |
| Employee Service Centre | 10.8 | 9.7 |
| **Total Appropriation** | 34.4 | 32.6 |
| Amortization of Capital Assets | 1.5 | 0.3 |
| Capital Assets Acquisitions | 0.0 | 0.0 |
| **Total Expense** | $    35.9 | $    32.9 |

Source: Public Service Commission, *2015-16 Annual Report,* p. 17.

## 3.0 AUDIT CONCLUSIONS AND SCOPE

**In our opinion, for the year ended March 31, 2016:**

❯ **PSC had effective rules and procedures to safeguard public resources except it needs to remove unneeded user access as reported in this chapter**

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[1] Public Service Commission, *2015-16 Annual Report,* p. 4.
[2] Ibid.

〉 **PSC complied with the following authorities governing its activities related to financial reporting, safeguarding public resources, revenue raising, spending, borrowing, and investing:**

> *The Public Service Act, 1998*
> *The Public Service Regulations, 1998*
> *The Financial Administration Act, 1993*
> *The Executive Government Administration Act*
> Orders in Council issued pursuant to the above legislation

We used the control framework published by CPA Canada to make our judgments about the effectiveness of PSC's controls. The control framework defines control as comprising elements of an organization that, taken together, support people in the achievement of an organization's objectives.

## 4.0   KEY FINDINGS AND RECOMMENDATION

In this section, we outline key observations from our assessments and the resulting recommendation.

## 4.1   Consistent Prompt Removal of User Access Needed

We recommended that the Public Service Commission follow its established procedures for removing user access to its computer systems and data. (2010 Report – Volume 2; Public Accounts Committee agreement June 7, 2011)

**Status** – Partially Implemented

PSC staff continue to not always follow their processes for promptly removing user access for individuals who no longer work for PSC.

For three out of ten individuals with network access we tested, PSC did not promptly ask the Ministry of Central Services to remove unneeded user access. For one of those individuals, PSC did not ask for the removal of the network access until seven working days after the individual's last day of employ.

For two out of five individuals we tested, PSC did not promptly request removal of unneeded user access to MIDAS[3] HR. For one of those individuals, its weekly review of reports of inactive user accounts identified that it missed making the user access removal request. The individual had access to MIDAS HR for nine working days after the last day of employ.

PSC, as a service agency for much of government, maintains sensitive personal information (e.g., social insurance numbers) for many government employees. Not promptly removing user access of former employees increases the risk of inappropriate access to PSC's systems and data.

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[3] MIDAS is the central application PSC uses to record and account for its financial activities, including its general ledger, accounts payable, accounts receivable, purchasing and payments, human resources and payroll records, etc.