

HR AUDIT PROGRAM

CHARTER STATEMENT

OUR MISSION:

To ensure uniform and conforming application of federal and state personnel relations law, rules, regulations, and policies through administrative review of state agency human resource management practices.

WE VALUE:

- Input from and participation by agency subject matter experts.
- Diversity, including differences of perspective.
- Our positive impact on human resource management practices of state agencies.
- Maintaining a reputable, reliable, credible, and interactive relationship with state agencies.
- Openness to new ideas or ways to solve problems.
- Commitment to consensus building as a decision-making process.
- Effective teamwork and encouragement and support of each team member.
- Commitment to individual and team growth.
- Commitment to high standards and setting aggressive goals.
- Striving for excellence.
- Commitment to promoting good stewardship of public funds.

PROGRAM OBJECTIVES:

- HRSD is in compliance with post-audit statutory requirements.
- State agencies are in compliance with all federal and state personnel relations law, rules, regulations, and policies.
- Federal and state personnel relations law, rules, regulations, and policies are applied uniformly by state agencies.
- Best human resource management practices are available to agencies statewide.
- State agency human resource management practices represent good stewardship of public funds.
- Oregonians perceive state agency human resource management practices as fair and consistent.
- HRSD rules and policies are clear and effective.
- State employees are treated consistently.

STRATEGIES:

- Identify audit subjects through risk analysis and leadership direction.
- Communicate planned activities to agency human resource management staff.
- Provide opportunities for agencies to share their perspectives and input which can lessen the impact on agency operations and staff.
- Collect and use valid data available in the various databases used by the State.
- Conduct thorough research and analysis of laws, rules, and policies relevant to each audit subject.
- Maintain ongoing communications with state agency human resource management staff throughout audit plan development and execution.

STRATEGIES: (CONTINUED)

- Remain current on federal and state law, rules, regulations, and policies governing human resource management practices through ongoing membership in professional organizations, professional journals, and applicable training.
- Maintain ongoing communications with other HRSD sections regarding interpretation and application of program-specific policy areas.
- Provide tools created for audit purposes to all state agencies.
- Communicate audit findings via the website.

HR AUDIT TEAM MEMBER CONTRIBUTIONS:

- Respect and be open-minded about others' viewpoints.
- Practice effective listening.
- Continually look for ways to improve the program.
- Work with other entities to resolve issues and maintain and improve working relationships.
- Provide effective follow-through on issues detected in audit.
- Share program ideas and suggestions with team.
- Demonstrate commitment to team decisions.
- Provide constructive input into the decision-making process.
- Share in team responsibility by actively participating in the consensus-building process.
- Recognize individual and team accomplishments and successes.
- Encourage team members in the expression of ideas and concepts.

HR AUDIT MANAGER CONTRIBUTIONS:

- Ensure program remains within budgetary guidelines.
- Ensure program results meet legislative and leadership intent.
- Maintain effective working relationships with state agency human resource office staff and agency senior-level management staff.
- Ensure each audit considers potential impact on agency operations.
- Represent the program and team decisions to DAS senior management.
- Monitor the effectiveness of the team in accomplishing stated objectives.
- Provide direction and support to team.
- Provide environment in which team can accomplish its mission.
- Effectively utilize the individual strengths of each team member.
- Ensure team continues to grow and develop.