

HR AUDIT PROGRAM

ROLES AND RESPONSIBILITIES

HR AUDIT PROGRAM STAFF

Ensure that:

- 1) the Program meets statutory requirements and legislative direction;
- 2) audit subjects are thoroughly researched using applicable state and federal laws and regulations, state rules and policies, and collective bargaining agreements;
- 3) audit plans include the appropriate methodology, scope, supporting data, corrective actions, and follow-up;
- 4) agencies are involved in the development of audit plans and processes; and
- 5) agencies receive adequate information to determine how any finding will impact their decisions and current or future operations.

AGENCY HUMAN RESOURCE MANAGEMENT STAFF

Actively participate in the audit process by:

- 1) providing feedback on potential impacts on agency operations of proposed audits;
- 2) responding to requests for interviews or documentation necessary for the audit staff to complete audits within the timelines provided;
- 3) providing ongoing feedback on audit processes and issues to the HR Audit Program Manager; and
- 4) taking corrective actions when applicable.

HR AUDIT ADVISORY GROUP

Composition: Five agency human resource management professionals representing state agencies of various sizes including agencies with represented and unrepresented employee groups – representatives to be determined.

Provide assistance and guidance to the audit staff by:

- 1) participating in the selection of audit subject matter (unless required by leadership or senior-level management);
- 2) reviewing audit plans for potential impacts on agency operations and reducing or eliminating impact prior to an audit whenever possible;
- 3) approving audit plans prior to being posted on the website and prior to identification of the audit sample;
- 4) providing advice on how to reduce or eliminate any impacts on agency operations that are discovered during the course of an audit; and
- 5) reviewing final reports prior to being posted on the website.