

# AUDIT SCHEDULE

## POSITION DESCRIPTION AND PERFORMANCE EVALUATION AUDIT - 2007

STEP	STAFF ASSIGNED	ACTIVITY	START DATE	PROJ. END DATE	COMMENTS
1	AIC	Send message via HRList to announce upcoming audit and request input on audit plan & schedule, including the potential impact on agency operations.	12/3/07	12/3/07	
2	Agencies	Provide input on timelines and potential impact on agency operations.	12/3/07	12/14/07	
3	AIC	Make data request to Class-Comp and obtain initial data draw.	12/17/07	1/4/08	
4	AIC	Develop audit tools.	12/17/07	12/28/07	
5	AIC	Post approved audit plan and schedule on HR Audit Program website, and notify agencies.	12/21/07	12/26/07	
6	Audit Team	Review data to determine number of positions to review, identify valid random sample, and prepare agency reports.	12/28/07	1/9/08	
7	Audit Team	Prepare and send initial letters to agency HR managers.	1/9/08	1/11/08	
8	Agencies	Submit position description/performance evaluation documentation for selected positions and/or employees.	1/14/08	2/1/08	
9	Audit Team	Perform review and determine if agency documentation supports compliance with policies and/or executive order.	2/4/08	2/22/08	
<b><i>NOTE: The findings from the review of position descriptions and performance reviews for compliance with EO 05-01 will be reported with the findings from Phase II of this audit</i></b>					
10	Audit Team	Prepare and notify agencies of preliminary findings on position description review.	5/27/08	5/30/08	
11	Agencies	Review and respond to preliminary findings on position description review.	5/30/08	6/13/08	
12	Audit Team	Review agency responses to preliminary findings. Contact agencies to discuss findings and proposed corrective actions.	6/13/08	6/20/08	
13	Audit Team	Notify agencies of final findings on position description review.	6/20/08	6/25/08	
14	AIC & Lead Auditor	Prepare and post final report on position description review.	6/25/08	7/24/08	