

State of Oregon  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
Human Resource Services Division



**State Policy:** 10.025.01 [Audit of Human Resource Management Practices](#)

APPLICABILITY: All state agencies [subject to ORS chapter 240](#)

REFERENCE: ORS 240.311; 240.145 (3) (5); 240.250; 240.160

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(1) **Policy:** The State of Oregon is committed to effective and efficient human resource management in state government. The Division will perform audits of state agencies to increase the effectiveness [and efficiencies](#) of [agency](#) human resource management practices.

(a) The Division shall:

(A) determine the subject, scope, methodology [and frequency](#) of audits;

(B) meet, or otherwise communicate, with appropriate state agency management to provide information on the audit subject, scope and timeframe. Minimize, where possible, the impact of the process on the day-to-day activities of state agencies;

(C) provide [preliminary](#) findings to [affected agency](#) human resource manager and work with them to [ensure all pertinent information and documentation has been taken into consideration](#);

(D) provide written report of [final](#) findings, recommendations and required corrective action[s] to affected [agency](#) human resource manager [and director](#);

(E) [provide a summary report of findings, recommendations and required corrective action\[s\] to the Director of the Department of Administrative Services](#);

(F) maintain a copy of the final report, supporting documentation and agency action;

(G) work with agencies as appropriate to [develop and implement agency](#) corrective action plans;

(H) follow up with [affected agency](#) to ensure that corrective actions have been completed.

(b) State agency [directors and/or appointing authorities](#) shall:

(A) cooperate with the Division and provide assistance and [requested](#) information to ensure an effective and efficient audit;

(B) respond to the [preliminary findings](#) and provide appropriate documentation and rationale [to supporting the agency's decision or action to be considered prior to the final audit report within the timeframes specified in the audit plan](#);

- (C) submit any appeals of audit findings to the Division Administrator in writing within 10 working days following the date of the letter communicating the final findings to the agency;
  - (D) ensure that actions that affect an employee are processed within applicable administrative rule, state policy, and collective bargaining agreement provisions;
  - (E) complete required corrective action[s] within the timelines specified in the letter of final findings, or as otherwise agreed, and provide the Division with written notification of completion; and
  - (F) refer any unresolved controversies between the Division and the agency to the Director of the Department of Administrative Services.
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(1) **Performance Measure:** Percentage of audits completed within the audit timeframe.

**Performance Standard:** 100%

(2) **Performance Measure:** Percentage of required corrective actions completed by agencies within the required timeframe.

**Performance Standard:** 100%