

HR AUDIT SCHEDULE

FORESTRY FIELD CLASS STUDY

STEP	WHO	WHAT	START DATE	PROJ. END DATE	COMMENTS
1	AIC	Send Audit Plan and Schedule to agency HR manager for review and comment	7/28/08	8/8/08	
2	Agency	Complete allocations and submit allocation data, position descriptions and written analyses to HRSD – Class/Comp	8/15/08	8/15/08	
*	Class/Comp	Audit was on hold due to statewide classification review.	8/15/08	11/10/08	
3	Class/Comp	Identify valid random sample of positions to be audited and provide list to HR Audit Unit	11/10/08	11/14/08	
4	AIC	Prepare and send letter to agency HR manager to notify of the sampled positions selected for audit	11/17/08	11/17/08	
5	Auditors	Perform review of selected positions	11/20/08	12/10/08	
6	Auditors	Notify agency of preliminary findings	12/11/08	12/17/08	
7	Agency	Review and respond to preliminary findings	12/18/08	1/2/09	
8	Auditors	Review agency response, notify agency of final findings, and corrective actions	1/5/09	1/9/09	
9	AIC	Report final findings to Class/Comp and prepare final report	1/12/09	1/30/09	

11/18/08