

**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 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.

(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%