

FOURTH CYCLE FOCUS AREAS - FULL HR PROGRAM EVALUATION

This information may not be all inclusive and is subject to change.

Focus Area	Types of Actions	General listing of items looked for by auditor
Unclassified Authority	<ul style="list-style-type: none"> - CS Rule 4.1(d)1 - CS Rule 4.1(d)2 	<ul style="list-style-type: none"> - Civil Service approval letters
Hiring	<ul style="list-style-type: none"> - Hiring action which must be posted under Rule 22.3(a) - Appointments exempted from posting under Rule 22.3(b) - Appointments with different pay authorities: Min Hire Rate, 6.5(g), SER, Non-Competitive Reemployment, DPRL hire - Temporary Appointments: Restricted/Job appointments - Appointments exempt from testing under Rule 22.8: Voc Rehab/Blind Services, 3.5 GPA, approved out of state vacancies, veterans honorably discharged w/in prior 12 months 	<ul style="list-style-type: none"> - Appointing Authority approval - Certification for Compliance - Vacancy Posting if required - Application - Appointee Score if required - MQ check and verification - Referral/Eligibility List - Timely hire authority - DPRL check - C.S. Rule and Policy Standards compliance for Job and Restricted Appointments - Timely entry in HCM - Updated SF-3 - Correct pay
Promotion	<ul style="list-style-type: none"> - Promotions which must be posted under Rule 22.3(a) - Promotions exempted from posting under Rule 22.3(b) - Promotions with different pay authorities - SER - Promotions exempt from testing under Rule 22.8: Voc Rehab/Blind Services, 3.5 GPA, approved out of state vacancies, veterans honorably discharged w/in prior 12 months 	<ul style="list-style-type: none"> - Appointing Authority approval - Certification for Compliance - Vacancy Posting if required - Application - Appointee Score if required - MQ check and verification - Referral/Eligibility List - Timely hire authority - DPRL check - Timely entry in HCM - Updated SF-3 - Correct pay

Focus Area	Types of Actions	General listing of items looked for by auditor
Reallocation	<ul style="list-style-type: none"> - Regular - Career Progression Group 	<ul style="list-style-type: none"> - Delegated or CS authority to reallocate - Appointing Authority approval - Certification for Compliance - Person meets MQ's, MQ check done and documented showing how MQ decision was reached - Updated SF-3 - Correct pay
Optional Pay Adjustment	<ul style="list-style-type: none"> - Base Pay - Lump Sum 	<ul style="list-style-type: none"> - Policy approved by Commission - Policy/recipients posted - Correct pay - Timely entry in HCM - Appointing Authority approval - Certification for Compliance
Rewards & Recognition		<ul style="list-style-type: none"> - Policy approved by Commission - Correct pay - Timely entry in HCM - Appointing Authority approval - Certification for Compliance
Performance Adjustments*		<ul style="list-style-type: none"> - Appointing Authority approval - Certification for Compliance - Correct pay - Timely entry in HCM
Attainment of Permanent Status*		<ul style="list-style-type: none"> - Appointing Authority approval - Certification for Compliance - Timely entry in HCM - Length of probationary period in compliance with agency policy and Civil Service Rules

* - Only sampled when we do not have enough other actions to review