



# STATE CIVIL SERVICE

## ACCOUNTABILITY DIVISION

### Types of Accountability 6<sup>th</sup> Cycle Reviews

#### FULL HUMAN RESOURCES PROGRAM EVALUATIONS

- Will focus primarily on compliance issues.
- Short query will be sent to verify agency information prior to review.
- Compliance percentages for current report will be compared with previous report cards and statewide compliance figures.
- On-site review of as many as 30-35 actions of various types.
- Additional review of actions from computerized reports.
- Formal report written and presented to the Appointing Authority, Civil Service Commission, and Legislative Auditor.
- Advance notice of approximately 1-2 months.

#### DROP-IN VISITS

- Will focus primarily on compliance issues.
- Previous reports and drop-in letters will be reviewed for areas that should be examined more closely.
- On-site review of as many as 15-20 actions of various types.
- Additional actions possibly reviewed through computerized reports.
- Letter sent to appointing authority and HR after visit.
- Advance notice of approximately 2 weeks to 1 month.

#### PAPER REVIEWS

- In the event that budget cuts restrict our ability to travel or if the agency has a limited number of actions to review, we will conduct a paper review via email/fax.

#### DOCUMENTATION REVIEWS

- In the event the agency has no actions to review we will conduct a documentation review via email/fax, reviewing position descriptions and PES documentation.