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| Accountability DivisionSample Action Plan |

Below are the corrective actions or processes for each of the required corrections listed in the Human Resources Program Evaluation Report.

1. Briefly describe required correction. Then state the corrective action taken or describe the corrective action plan.

 **Example:**

1. **Required Correction** – Documentation of the verification of extraordinary qualifications/credentials was not provided for two appointments. Civil Service Rule 6.5(g) requires that agencies verify and document superior qualifications/credentials as job related.

**Corrective Action** – All 6.5(g) qualifications/credentials will be verified and documented by HR staff.

1. **Required Correction** – For one optional pay adjustment, the position description has not been updated in five years. Each agency is required to maintain updated position descriptions in accordance with Civil Service directives contained in the HR Handbook, Chapter 5, Job Aids and resources, and Chapter 15, Job Aids and Resources, Documentation and Reporting Requirements, located on the Civil Service website.

**Corrective Action** – All position descriptions cited have been updated. In addition, implementation of a formal review process every year of job descriptions to ensure they comply with Civil Service directives.

1. **Required Correction** - For an optional pay adjustment, the agency granted a 12% salary increase in one fiscal year. Civil Service Rule 6.16.2 states, in part, that such increases shall not exceed 10% in a July 1 through June 30 period for an individual employee. ***A directive will be forthcoming from Civil Service regarding the appropriate corrective action.***

**Corrective Action** – When audit finding is a rule violation such as the above, agency will not affect any corrective action until contacted by a Civil Service representative.

1. Briefly describe provisions developed by the agency to prevent a reoccurrence of the discrepancies listed above.