



STATE CIVIL SERVICE

COMPLIANCE AND AUDIT DIVISION Cycle 7 Compliance Audits

- Conducted once every two years
- Will focus primarily on compliance issues
- Short query will be sent to verify agency information prior to audit
- Compliance percentages for current audit will be compared to percentages in previous audit
- Sample size will consist of:
 - 30% Hires
 - 30% Promotions
 - 20% Details/Reallocations/Demotions
 - 20% Pay (Opt. Pay, R&R, Market Adjustments)
- Additional review of actions from computerized reports may be conducted
- Formal report written and presented to the Appointing Authority, Civil Service Commission, Legislative Auditor, and POD ARMs
- Advance notice of approximately 1-2 months
- Additional Compliance Audits may be conducted at the request of the State Civil Service Director, State Civil Service Commission, Agency Head, or the Legislature.