

Department of Finance and Administration Office of Personnel Management

Policy Title: **Job Audits**

Policy Number: **40**

Authority: **Ark. Code Ann. § 21-5-207**

Revised: **July 1, 2017**

A job audit is conducted to determine whether a position is properly classified. An audit is either initiated by the Office of Personnel Management (OPM) or requested by a state agency. To request an audit, an agency must submit the agency's concerns about the misclassification of the position in writing to OPM.

The following are reasons for conducting a job audit:

1. Upon request by an agency to properly classify a position the agency feels is incorrectly classified.
2. Through budget requests for a change of position classification, new classifications, and new positions.
3. To gather information concerning a classification, either to revise an existing class specification, to develop new classifications, or to consolidate classifications.
4. To confirm through random audits that employees in agencies are properly classified.
5. To assist agencies in properly classifying positions that have changed due to organizational changes, new technology, new programs, or other reasons.

Positions identified as misclassified by a job audit will be reported to the agency with recommendations to correct the misclassification. If an agency disagrees with the classification recommendation of OPM, the agency may submit the specific reasons with supporting documentation to OPM for a final review.