

## Office of Personnel Management

### Policy

<b>Policy Title:</b> Job Audits	<b>Policy Number:</b> 10.02
<b>Citation:</b> Arkansas Code Annotated § 21-5-207	<b>Forms:</b> Position Classification Questionnaire <a href="http://www.dfa.arkansas.gov/offices/personnelManagement/Pages/forms.aspx">http://www.dfa.arkansas.gov/offices/personnelManagement/Pages/forms.aspx</a>

### Specific Provisions

Job audits are conducted as necessary or as requested by agencies or institutions to properly classify positions, either by allocating the position to an existing class or by developing a new class where no existing class properly describes the job being performed.

### Procedures

The following are reasons for conducting a job audit:

1. Upon request by an agency or institution to properly classify a position the agency or institution 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 or institutions are properly classified.
5. To assist agencies or institutions in properly classifying positions that have changed due to organizational changes, new technology, new programs, or other reasons.

Agencies or institutions may request an audit by submitting the agency's or institution's concerns about the misclassification of the position in writing to the Office of Personnel Management (OPM). If an agency or institution disagrees with the classification recommendation of OPM, the agency or institution may appeal to the Administrator of OPM.

Positions identified as misclassified by a job audit will be reported to the agency or institution with recommendations to rectify the misclassification.

July 3, 2012