

**AUDIT SCHEDULE**  
**OREGON PARKS AND RECREATION DEPARTMENT CLASS STUDY – 2007**

STEP	WHO	WHAT	START DATE	PROJ. END DATE	COMMENTS
1	Lead Auditor	Send initial letter to agency HR manager to announce audit and provide audit plan and schedule. Post audit plan and documents on HR Audit Program website.	11/01/07	11/01/07	
2	Lead Auditor & Class/Comp	Identify and gather position descriptions and allocations analysis.	10/26/07	11/02/07	
3	Audit Team	Perform review of template PDs and position allocations.	11/05/07	11/23/07	
4	Lead Auditor	Notify agency of preliminary findings.	11/26/07	12/03/07	
5	Agency	Respond to preliminary audit findings.	12/03/07	12/17/07	
6	Audit Team	Review agency response, notify agency of final findings, corrective actions, and follow-up procedures, if applicable	12/17/07	12/24/07	
7	Lead Auditor	Prepare and post final report.	12/26/07	01/25/08	

10/31/07