

Human Resources – Personnel Services Employee Records Audit

CAO 0501-0708-07

Submitted At Meeting
Date 7/17/08 Item 7

Background

- **Personnel Services is responsible for:**
 - **Recruitment of candidates for open positions**
 - **Processing selected candidates into City employment**
 - **Maintaining employee records**
 - **Maintaining Human Resources information systems**

Audit Objectives

- **Management controls over employee personnel records were appropriate**
- **Employee records were maintained in accordance with applicable laws and regulations**

Audit Findings

- ***Management Controls:***
 - Reports that include Social Security Numbers
 - Separated employee time card reconciliation
 - Computer network access
 - Independent consultant Oracle access
- ***Compliance with applicable laws and regulations:***
 - Record retention schedule
 - Education and employment verification