

Random#

CONTRACTUAL AUDIT CHECKLIST

Agency and Appropriation Code	Name of Employee
Employee Social Security #/Contract #	Beginning Date of First Contract

The following documents are on file:

- A. ① Current contract document: YES NO _____
- ② Is the contract document correct? YES NO _____
(e.g., no leave or subsidized health benefits)
- B. CPB 311T: YES NO _____
- ① Is review code correct? _____ YES NO If different: _____
Review Code
- ② If review code is 21, list statute: _____
- C. CPB 312, if review code is 99: YES NO _____

The contract is:

- A. 50% or more and longer than one (1) year? YES NO _____
- B. If YES to A, is the contract for a permanent function? YES NO _____
- C. If YES to B, has the agency:
 - ① Requested a permanent position? YES NO _____
 - ② Attempted to restructure the work to end the need for the contract? YES NO _____

3. - Are the following consistent with the duties performed?

- A. Class Code: YES NO _____
- B. Rate of pay: YES NO _____
- If NO to B, is rate of pay: Over Under _____

4.

Certification:

A. Was contract properly authorized? YES NO _____

B. Is contract subject to certification? YES NO _____

C. If YES to B. should certification be continued? YES PROVISIONAL NO

N/A _____

Signature of Personnel Analyst – OPSB/DSAPC: _____ Date: _____

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Recruitment and Selection Requirements

- A. The agency made a reasonable effort to publicly solicit applicants for the contractual position:
- (1) through outside advertisement (e.g. newspaper, OPSB website) and/or distribution of a job announcement (at least program-wide within an agency) at least two weeks prior to the application date;
OR
 - (2) from a current skilled or professional services eligibility list in a manner consistent with the State Personnel and Pensions Article, Section 7-209 (i.e., notified at least 25 persons, and/or interviewed at least three individuals);
OR
 - (3) by notifying all individuals certified on a registry.
- YES NO
- OTHER _____

Method used to advertise the position: _____

- B. Do the employee's qualifications meet the requirements of the position?

YES NO

OTHER _____

- C. Did the agency conduct interviews for this contractual position?

YES NO _____

D. Did the agency maintain documentation of the selection process for this contractual position?

YES NO

If YES to D, place a checkmark beside each of the following for which documentation exists in the file:

- | | |
|--|---|
| <input type="checkbox"/> copy of newspaper advertisement | <input type="checkbox"/> copy of register used |
| <input type="checkbox"/> copy of job announcement | <input type="checkbox"/> candidate applications or resumes |
| <input type="checkbox"/> copy of eligible list used | <input type="checkbox"/> documentation of selection process (e.g., interview questions) |
| <input type="checkbox"/> Other _____ | |

E. Recruitment and Selection Guidelines followed:

Fully Partially No documentation and/or guidelines not followed

Signature of Personnel Analyst – OPSB/RED: _____ Date: _____

Contractauditchecklist