

**Administration - Civil Service  
 Audit 02-08  
 Risk Analysis Worksheet**

<b>Risk</b>	<b>Control</b>	<b>Control in Place</b>	<b>Assessment</b>	<b>Objective</b>
New hire / promotions were not in compliance with Civil Service Law.	Rules and Regulations as well as Personnel policies and procedures have been developed.	Yes / No - no self monitoring in place to ensure compliance.	Medium	
Reclassification of positions were not adequately documented and supported.	Personnel policies and procedures have been developed.	Yes / No - no self monitoring in place to ensure compliance.	Medium	
Processing of form DA263 was not timely.	Form 263 processing has procedures, however these were only recently written and	Unable to determine if control is effective.	Medium	