

# Job Description Process Audit Report (25-15)



# Audit Scope



- Period of Review: January 1, 2025 – December 31, 2025
- Verify overall governance of job descriptions process and documents.



# Audit Results: Issues Identified

- 25-15-01: Policy update needed. Last revision to policy document was conducted in 2017.
- 25-15-02: Standard of procedure (SOP) update needed. Last revision to SOP document was conducted in 2018.
- 25-15-03: Overdue reviews of administrative job descriptions from test sample.



# Audit Results: Recommendations

- **25-15-01:** that management review UTA policy and ensure an update includes current procedures to review job descriptions, current department titles, and defined responsibility for the process.
- **25-15-02:** that management review standards of procedure and document current practices.
- **25-15-03:** that management define a job description review schedule, prioritize review of descriptions that are overdue, and create tracking alerts for management when descriptions are to be reviewed.

