MEMORANDUM

TO: Gary Dye, Director of the Human Resources Department

FROM: R. B. “Chips” Shore, Clerk of the Circuit Court and Comptroller

DATE: December 6, 1999

RE: Human Resources Follow-up Audit #4

The Internal Audit Department performed a fourth follow-up audit, which was based on the Clerk of the Circuit Court’s Audit Report of the Human Resources Department issued on August 17, 1993 and three subsequent follow-up audit reports issued March 3, 1995, October 21, 1996, and August 18, 1997. The follow-up audit consisted of reviewing corrective actions implemented by the Human Resources Department for areas where we provided constructive criticism and recommendations. Compliance will be reviewed during the next regularly scheduled audit of the Human Resources Department to determine whether the controls are functioning effectively in accordance with management’s designs and objectives.

Based on our review, it appears that corrective action has been implemented on the outstanding findings and recommendations from the latest follow-up audit report except for the computerization of the job application process. Management is in the process of purchasing computerized software that will allow applicants to apply for employment by a personal computer available at the Human Resources Department or from the Internet. Management anticipates implementation of the automation by September 30, 2000.

We would like to thank you and your staff for the attention given to the audit findings and the cooperation given to the Internal Audit staff. Based on management’s effort to implement the final audit recommendation, an additional follow-up audit will not be necessary.
cc: Board of County Commissioners

Ernie Padgett, County Administrator