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A Classification Compliance Audit Report on the Health and Human Services Commission

May 1996

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Key Points Of Report

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Overall Conclusion

The Health and Human Services Commission (Commission) has a 94 percent rate of compliance with the Position Classification Plan. The Commission was reviewed to monitor its compliance with the Position Classification Plan.

Key Facts And Findings

- Three out of 54 positions reviewed were inappropriately classified.

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This review of 54 full-time classified positions was conducted in accordance with the Position Classification Act, Texas Government Code, Chapter 654.

Overview

Three positions out of 54 positions at the Health and Human Services Commission (Commission) were found to be misclassified. To correct misclassified positions, the

Commission can either classify the positions according to our recommendations or restructure them.

Recommendations			
	*Position Number	Class Number	Title
Present: Recommended:	2	0262-18 0288-18	Systems Analyst II Network Manager II
Present: Recommended:	20	1501-08 0006-05	Administrative Technician I Switchboard Operator/Receptionist
Present: Recommended:	34	1553-20 1507-19	Staff Services Officer IV Executive Assistant II

*In order to protect the confidentiality of those employees whose positions were reviewed, each incumbent was assigned a position number. A listing of each employee and his or her assigned number has been provided to the Commission for reference.

Issues and Recommendations

Section 1:

Three Positions Are Misclassified

Position Number 2, Systems Analyst II (0262-18), should be a Network Manager II (0288-18). The incumbent's duties include managing the Commission's local and wide area networks, supporting and installing software, troubleshooting network and hardware problems, conducting network research, and interacting with vendors for computer purchasing and problem resolution purposes.

The position should be classified as a Network Manager II because the incumbent spends the majority of time performing network management functions.

Management's Response:

Health and Human Services Commission will implement effective April 1, 1996.

Position Number 20, Administrative Technician I (1501-08), should be a Switchboard Operator/Receptionist (0006-05). This incumbent is responsible for operating the Commission's switchboard; receiving and directing visitors; copying, typing, and faxing documents; maintaining a list of Commission employees; and preparing, maintaining, and distributing the Commissioner's outgoing correspondence log.

This incumbent should be classified as a Switchboard Operator/Receptionist because 75 percent of the employee's time is spent performing Switchboard Operator/Receptionist duties (i.e., answering the Commission's switchboard, receiving and directing visitors, copying, typing, and faxing documents, and receiving and logging faxes); and the remaining 25 percent is spent performing other clerical and/or administrative tasks.

Management's Response:

Health and Human Services Commission will not implement this recommendation because the position will be eliminated effective April 11, 1996. The incumbent will be moved to the Human Resources Services Department. If Health and Human Services Commission recreates the position in the future, Health and Human Services Commission will classify the position as a Switchboard Operator/Receptionist (0006) salary group 5.

Position Number 34, Staff Services Officer IV (1553-20), should be an Executive Assistant II (1507-19). The duties of this position include assisting the Commissioner in planning and carrying out agency activities and operations; interpreting state and federal standards, regulations, and policies, and drafting, negotiating, or reviewing reports and other documents required by state or legislative bodies; functioning as a liaison with federal and state authorities, client agencies, business and civic groups, and provider representatives; conducting research projects; and preparing speeches, briefing documents, correspondence, and other analytical materials for the Commissioner.

The position should not be classified as a Staff Services Officer IV because the Staff Services Officer class series is intended for those positions which are responsible for planning, directing, and coordinating several staff service functions, such as human resources, accounting, duplicating, and purchasing. This employee is not responsible for these functions, but rather, is responsible for assisting the agency's Commissioner. Thus, the more appropriate Executive Assistant II class should be used.

Management's Response:

Health and Human Services Commission will implement this recommendation effective April 1, 1996.

Appendix:

Objective, Scope, and Methodology

The Health and Human Services Commission was selected for review in order to monitor its compliance with the Position Classification Plan. The scope of our review included all full-time classified positions within the Commission.

In determining whether all full-time classified positions were appropriately classified, we reviewed:

- state job descriptions
- position questionnaires completed by incumbents

- organizational reporting relationships
- internal salary relationships

This review was conducted in accordance with the Position Classification Act, Texas Government Code, Chapter 654.