

A Classification Compliance Audit Report on the

Commission on Jail Standards



March 1995

Office of the State Auditor
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Key Points of Report

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Key Facts And Findings

- Four out of 18 positions reviewed were inappropriately classified.

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This review of 18 full-time classified positions was conducted in accordance with the Position Classification Act, Texas Government Code, Chapter 654.

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Commission on Jail Standards

Overview

The State Classification Office in the State Auditor's Office conducted a classification compliance audit of the Commission on Jail Standards (Commission) in which all full-time classified positions (18 employees) were reviewed. Four positions were found to be inappropriately classified.

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

In those instances in which a position was found to be inappropriately classified, the Executive Director of the Commission should take the appropriate action to classify positions properly according to our recommendations, or restructure them so that the work being performed is consistent with their classification.

Recommendations

Position Number 1 is Inappropriately Classified

We believe the Chief Accountant I (1164-17), Position Number 1, would be more appropriately classified as a Staff Services Officer II (1551-18). The Staff Services Officer class series is intended for positions which plan, direct, and coordinate several staff services functions such as human resources, accounting, budgeting, duplicating, purchasing, training, and material and property management. Since the incumbent plans, directs, and coordinates several staff services functions, specifically accounting and budgeting, but also human resources, purchasing, training, and property management, we believe the Staff Services Officer II class is more appropriate.

Recommendations			
	Position Number	Class Number	Title
Present: Recommended:	1	1164-17 1551-18	Chief Accountant I Staff Services Officer II
Present: Recommended:	6	0517-19 1565-19	Planner II Program Administrator III
Present: Recommended:	9	0515-16 0516-17	Planning Assistant Planner I
Present: Recommended:	14	0517-19 5513-19	Planner II Program Specialist II

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Management's Response: Concur. The job description requires that the incumbent perform a host of duties including budget and planning, human resources, purchasing and training. The agency will effect the recommended change effective March 1, 1995.

Position Number 6 is Inappropriately Classified

Position Number 6, currently classified as a Planner II (0517-19), should be classified as a Program Administrator III (1565-19). The Program Administrator series is intended for positions which manage an agency program. This includes developing program guidelines, policies, and procedures; developing schedules and standards for achieving program goals; evaluating program activities; and developing program budgets. This position is responsible for administering the inspections, enforcement, construction, and operations programs for the Commission. Because this position is responsible for several program areas, we believe the Program Administrator III class is most appropriate.

Management's Response: Concur. This represents a change in classification number and position title without change in salary group. The agency will effect the recommended change effective March 1, 1995.

Position Number 9 is Inappropriately Classified

We believe the Planning Assistant (0515-16), Position Number 9, would be more appropriately classified as a Planner I (0516-17). The incumbent is responsible for reviewing and assisting in developing jail operation plans, providing technical and operational assistance, performing staffing

analyses, and conducting training seminars. In addition, the incumbent has similar duties and responsibilities as Position Number 7, who is properly classified as a Planner I. For these reasons, this position should be classified as a Planner I.

Management's Response: Concur. The incumbent performs duties consistent with peers classified at a higher salary group. Further, the job description for the position justifies the change of the position. The agency will effect the recommended change effective March 1, 1995.

Position Number 14 is Inappropriately Classified

Position Number 14, currently classified as a Planner II (0517-19), should be classified as a Program Specialist II (5513-19). The Program Specialist class series is intended for positions which provide consultative or technical services to a program, but are not responsible for the actual administration of the program. While the incumbent administers the jail payment and population programs for the Commission, she spends the majority of time providing consultative and technical assistance regarding broader jail management programs. The incumbent is responsible for planning, developing, and coordinating jail management issues, standards, and policies. Since the incumbent's duties are more program related, we believe the position should be classified as a Program Specialist II.

Management's Response: Concur. This represents a change in classification number and position title without change in salary group. The agency will effect the recommended change effective March 1, 1995.

Objectives, Scope, and Methodology

The Commission on Jail Standards was selected for review in order to monitor its compliance with the Position Classification Act.

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

- state job descriptions
- position questionnaires completed by incumbents
- organizational reporting relationships
- internal salary relationships

In addition, we interviewed six incumbents and two supervisors.

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

Copies of this report have been distributed to the following:

Legislative Budget Office

Mr. John Keel, Director

Governor's Office of Budget and Planning

Mr. Albert Hawkins, Director