

A Classification Compliance Audit Report on the

Texas Natural Resource Conservation Commission



August 1995

Office of the State Auditor
Lawrence F. Alwin, CPA

Report No. 95-155

Key Points Of Report

A Classification Compliance Audit Report on the Texas Natural Resource Conservation Commission

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Key Facts And Findings

- 183 out of 766 positions reviewed were inappropriately classified.
- There were 17 instances in which inappropriate reporting relationships were found.
- Because the Position Classification Act places the first-line responsibility for proper classification with the agency, the Texas Natural Resource Conservation Commission needs to strengthen controls over the classification process.

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This review of 766 full-time classified positions was conducted in accordance with the Position Classification Act, Texas Government Code, Chapter 654.

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Overview

The State Classification Office in the State Auditor's Office conducted a classification compliance audit of the Texas Natural Resource Conservation Commission (Commission) in which a sample of full-time classified positions (766 employees) was reviewed. One hundred eighty-three positions were found to be inappropriately classified, and 17 instances of inappropriate reporting relationships were evident.

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 Texas Natural Resource Conservation Commission for reference.)

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

| Recommendations | | | |
|--------------------------|-----------------|--------------------|--|
| | Position Number | Class Number | Title |
| Present: Recommended: | 1 | 0008-06 0133-06 | Switchboard Operator Supervisor Secretary II |
| Present: Recommended: | 10 | 0055-06 0006-05 | Clerk III Switchboard Operator/Receptionist |
| Present: Recommended: | 17 | 0067-11 1502-11 | Clerical Supervisor IV Administrative Technician II |
| Present: Recommended: | 21 | 0138-09 | Administrative Secretary Administrative Technician series |
| Present: Recommended: | 22 | 0138-09 | Administrative Secretary Administrative Technician series |
| Present: Recommended: | 28 | 0138-09 | Administrative Secretary Administrative Technician series |
| Present: Recommended: | 30 | 0138-09 | Administrative Secretary Administrative Technician series |
| Present: Recommended: | 33 | 0138-09 | Administrative Secretary Administrative Technician series |
| Present: Recommended: | 35 | 0138-09 | Administrative Secretary Administrative Technician series |

Overview

| Recommendations (continued) | | | |
|------------------------------------|--------------------|--------------------|--|
| | Position Number | Class Number | Title |
| Present: Recommended: | 38 | 0138-09 | Administrative Secretary Administrative Technician series |
| Present: Recommended: | 39 | 0138-09 | Administrative Secretary Administrative Technician series |
| Present: Recommended: | 43 | 0138-09 | Administrative Secretary Administrative Technician series |
| Present: Recommended: | 46 | 0138-09 | Administrative Secretary Administrative Technician series |
| Present: Recommended: | 47 | 0138-09 | Administrative Secretary Administrative Technician series |
| Present: Recommended: | 52 | 0138-09 | Administrative Secretary Administrative Technician series |
| Present: Recommended: | 56 | 0292-08 1501-08 | Word Processing Operator II Administrative Technician I |
| Present: Recommended: | 57 | 0292-08 1501-08 | Word Processing Operator II Administrative Technician I |
| Present: Recommended: | 58 | 0292-08 | Word Processing Operator II Secretary series |
| Present: Recommended: | 59 | 0292-08 | Word Processing Operator II Secretary series |
| Present: Recommended: | 60 | 0292-08 | Word Processing Operator II Secretary series |
| Present: Recommended: | 61 | 0292-08 | Word Processing Operator II Secretary series |
| Present: Recommended: | 62 | 0292-08 | Word Processing Operator II Secretary series |
| Present: Recommended: | 63 | 0292-08 | Word Processing Operator II Secretary series |
| Present: Recommended: | 64 | 0292-08 | Word Processing Operator II Secretary series |

Overview

| Recommendations (continued) | | | |
|-----------------------------|-----------------|--------------------|--|
| | Position Number | Class Number | Title |
| Present: Recommended: | 69 | 0292-08 1501-08 | Word Processing Operator II Administrative Technician I |
| Present: Recommended: | 732 | 0294-10 | Word Processing Operator III Administrative Technician series |
| Present: Recommended: | 70 | 0294-10 | Word Processing Operator III Administrative Technician series |
| Present: Recommended: | 71 | 0294-10 | Word Processing Operator III Administrative Technician series |
| Present: Recommended: | 72 | 0294-10 | Word Processing Operator III Secretary series |
| Present: Recommended: | 73 | 0294-10 | Word Processing Operator III Administrative Technician series |
| Present: Recommended: | 74 | 0294-10 | Word Processing Operator III Secretary series |
| Present: Recommended: | 75 | 0294-10 | Word Processing Operator III Secretary series |
| Present: Recommended: | 81 | 0294-10 | Word Processing Operator III Secretary series |
| Present: Recommended: | 83 | 0294-10 | Word Processing Operator III Secretary series |
| Present: Recommended: | 88 | 1501-08 | Administrative Technician I Secretary series |
| Present: Recommended: | 90 | 1501-08 1903-06 | Administrative Technician I Stock Clerk III |
| Present: Recommended: | 91 | 1501-08 1926-06 | Administrative Technician I Property Inventory Clerk II |
| Present: Recommended: | 93 | 1501-08 0055-06 | Administrative Technician I Clerk III |
| Present: Recommended: | 94 | 1501-08 0055-06 | Administrative Technician I Clerk III |

Overview

| Recommendations (continued) | | | |
|------------------------------------|-----------------|--------------------|--|
| | Position Number | Class Number | Title |
| Present: Recommended: | 95 | 1501-08 0055-06 | Administrative Technician I Clerk III |
| Present: Recommended: | 97 | 1501-08 0006-05 | Administrative Technician I Switchboard Operator/Receptionist |
| Present: Recommended: | 98 | 1501-08 0006-05 | Administrative Technician I Switchboard Operator/Receptionist |
| Present: Recommended: | 99 | 1501-08 0006-05 | Administrative Technician I Switchboard Operator/Receptionist |
| Present: Recommended: | 100 | 1501-08 0006-05 | Administrative Technician I Switchboard Operator/Receptionist |
| Present: Recommended: | 111 | 1501-08 3570-12 | Administrative Technician I Legal Assistant I |
| Present: Recommended: | 112 | 1501-08 3570-12 | Administrative Technician I Legal Assistant I |
| Present: Recommended: | 113 | 1501-08 | Administrative Technician I Secretary series |
| Present: Recommended: | 735 | 1501-08 | Administrative Technician I Secretary series |
| Present: Recommended: | 119 | 1501-08 | Administrative Technician I Secretary series |
| Present: Recommended: | 120 | 1501-08 | Administrative Technician I Secretary series |
| Present: Recommended: | 121 | 1501-08 0055-06 | Administrative Technician I Clerk III |
| Present: Recommended: | 125 | 1501-08 0055-06 | Administrative Technician I Clerk III |
| Present: Recommended: | 127 | 1501-08 | Administrative Technician I Secretary series |
| Present: Recommended: | 130 | 1501-08 | Administrative Technician I Secretary series |

Overview

| Recommendations (continued) | | | |
|------------------------------------|------------------------|---------------------|--|
| | Position Number | Class Number | Title |
| Present: Recommended: | 137 | 1501-08 0006-05 | Administrative Technician I Switchboard Operator/Receptionist |
| Present: Recommended: | 139 | 1501-08 | Administrative Technician I Secretary series |
| Present: Recommended: | 140 | 1501-08 | Administrative Technician I Secretary series |
| Present: Recommended: | 143 | 1501-08 | Administrative Technician I Secretary series |
| Present: Recommended: | 150 | 1501-08 | Administrative Technician I Secretary series |
| Present: Recommended: | 152 | 1501-08 | Administrative Technician I Secretary series |
| Present: Recommended: | 155 | 1501-08 | Administrative Technician I Secretary series |
| Present: Recommended: | 156 | 1501-08 | Administrative Technician I Secretary series |
| Present: Recommended: | 736 | 1502-11 | Administrative Technician II Secretary series |
| Present: Recommended: | 172 | 1502-11 1929-09 | Administrative Technician II Property Coordinator |
| Present: Recommended: | 186 | 1502-11 | Administrative Technician II Secretary series |
| Present: Recommended: | 31 | 1502-11 | Administrative Technician II Secretary series |
| Present: Recommended: | 195 | 1502-11 | Administrative Technician II Secretary |
| Present: Recommended: | 200 | 1502-11 | Administrative Technician II Secretary series |
| Present: Recommended: | 741 | 1502-11 | Administrative Technician II Environmental Quality Spec. series |

Overview

| Recommendations (continued) | | | |
|------------------------------------|--------------------|--------------------|---|
| | Position Number | Class Number | Title |
| Present: Recommended: | 213 | 1502-11 | Administrative Technician II Secretary series |
| Present: Recommended: | 219 | 1502-11 | Administrative Technician II Secretary series |
| Present: Recommended: | 228 | 1502-11 | Administrative Technician II Secretary series |
| Present: Recommended: | 239 | 1502-11 | Administrative Technician II Secretary series |
| Present: Recommended: | 244 | 1502-11 | Administrative Technician II Secretary series |
| Present: Recommended: | 252 | 1502-11 1954-12 | Administrative Technician II Purchaser I |
| Present: Recommended: | 279 | 1502-11 1954-12 | Administrative Technician II Purchaser I |
| Present: Recommended: | 286 | 1503-13 | Administrative Technician III Secretary series |
| Present: Recommended: | 297 | 1503-13 | Administrative Technician III Auditor series |
| Present: Recommended: | 300 | 1503-13 | Administrative Technician III Auditor series |
| Present: Recommended: | 182 | 1503-13 0146-11 | Administrative Technician III Legal Secretary II |
| Present: Recommended: | 361 | 1503-13 | Administrative Technician III Purchaser series |
| Present: Recommended: | 375 | 1503-13 | Administrative Technician III Secretary series |
| Present: Recommended: | 408 | 1504-15 | Administrative Technician IV Systems Support Specialist series |
| Present: Recommended: | 416 | 1504-15 | Administrative Technician IV Secretary series |

Overview

| Recommendations (continued) | | | |
|------------------------------------|------------------------|---------------------|---|
| | Position Number | Class Number | Title |
| Present: Recommended: | 446 | 1504-15 0277-16 | Administrative Technician IV Data Base Administrator I |
| Present: Recommended: | 448 | 1506-17 1504-15 | Executive Assistant I Administrative Technician IV |
| Present: Recommended: | 450 | 1506-17 1504-15 | Executive Assistant I Administrative Technician IV |
| Present: Recommended: | 451 | 1506-17 5512-18 | Executive Assistant I Program Specialist I |
| Present: Recommended: | 455 | 1506-17 1563-17 | Executive Assistant I Program Administrator I |
| Present: Recommended: | 456 | 1506-17 1504-15 | Executive Assistant I Administrative Technician IV |
| Present: Recommended: | 459 | 1506-17 1156-17 | Executive Assistant I Budget Analyst II |
| Present: Recommended: | 460 | 1506-17 1156-17 | Executive Assistant I Budget Analyst II |
| Present: Recommended: | 465 | 1507-19 1565-19 | Executive Assistant II Program Administrator III |
| Present: Recommended: | 467 | 1550-16 1504-15 | Staff Services Officer I Administrative Technician IV |
| Present: Recommended: | 471 | 1550-16 1506-17 | Staff Services Officer I Executive Assistant I |
| Present: Recommended: | 749 | 1550-16 1504-15 | Staff Services Officer I Administrative Technician IV |
| Present: Recommended: | 473 | 1550-16 1956-16 | Staff Services Officer I Purchaser III |
| Present: Recommended: | 474 | 1550-16 1506-17 | Staff Services Officer I Executive Assistant I |
| Present: Recommended: | 475 | 1550-16 7403-15 | Staff Services Officer I Librarian III |

Overview

| Recommendations (continued) | | | |
|------------------------------------|--------------------|--------------------|--|
| | Position Number | Class Number | Title |
| Present: Recommended: | 476 | 1550-16 1504-15 | Staff Services Officer I Administrative Technician IV |
| Present: Recommended: | 477 | 1550-16 1504-15 | Staff Services Officer I Administrative Technician IV |
| Present: Recommended: | 478 | 1550-16 5512-18 | Staff Services Officer I Program Specialist I |
| Present: Recommended: | 479 | 1550-16 5512-18 | Staff Services Officer I Program Specialist I |
| Present: Recommended: | 480 | 1550-16 1504-15 | Staff Services Officer I Administrative Technician IV |
| Present: Recommended: | 481 | 1550-16 1504-15 | Staff Services Officer I Administrative Technician IV |
| Present: Recommended: | 482 | 1550-16 1504-15 | Staff Services Officer I Administrative Technician IV |
| Present: Recommended: | 483 | 1550-16 1956-16 | Staff Services Officer I Purchaser III |
| Present: Recommended: | 484 | 1550-16 1506-17 | Staff Services Officer I Executive Assistant I |
| Present: Recommended: | 485 | 1550-16 1506-17 | Staff Services Officer I Executive Assistant I |
| Present: Recommended: | 486 | 1550-16 1504-15 | Staff Services Officer I Administrative Technician IV |
| Present: Recommended: | 487 | 1550-16 1504-15 | Staff Services Officer I Administrative Technician IV |
| Present: Recommended: | 488 | 1550-16 1504-15 | Staff Services Officer I Administrative Technician IV |
| Present: Recommended: | 489 | 1550-16 1504-15 | Staff Services Officer I Administrative Technician IV |
| Present: Recommended: | 490 | 1550-16 1506-17 | Staff Services Officer I Executive Assistant I |

Overview

| Recommendations (continued) | | | |
|-----------------------------|-----------------|--------------------|---|
| | Position Number | Class Number | Title |
| Present: Recommended: | 491 | 1550-16 1506-17 | Staff Services Officer I Executive Assistant I |
| Present: Recommended: | 492 | 1550-16 1506-17 | Staff Services Officer I Executive Assistant I |
| Present: Recommended: | 493 | 1550-16 1506-17 | Staff Services Officer I Executive Assistant I |
| Present: Recommended: | 494 | 1551-18 1564-18 | Staff Services Officer II Program Administrator II |
| Present: Recommended: | 495 | 1551-18 5512-18 | Staff Services Officer II Program Specialist I |
| Present: Recommended: | 496 | 1551-18 1564-18 | Staff Services Officer II Program Administrator II |
| Present: Recommended: | 498 | 1551-18 1565-19 | Staff Services Officer II Program Administrator III |
| Present: Recommended: | 499 | 1551-18 3646-18 | Staff Services Officer II Investigator IV |
| Present: Recommended: | 500 | 1551-18 1565-19 | Staff Services Officer II Program Administrator III |
| Present: Recommended: | 501 | 1551-18 1565-19 | Staff Services Officer II Program Administrator III |
| Present: Recommended: | 502 | 1551-18 5512-18 | Staff Services Officer II Program Specialist I |
| Present: Recommended: | 503 | 1551-18 1565-19 | Staff Services Officer II Program Administrator III |
| Present: Recommended: | 504 | 1551-18 5512-18 | Staff Services Officer II Program Specialist I |
| Present: Recommended: | 505 | 1551-18 1565-19 | Staff Services Officer II Program Administrator III |
| Present: Recommended: | 506 | 1552-19 1565-19 | Staff Services Officer III Program Administrator III |

Overview

| Recommendations (continued) | | | |
|-----------------------------|-----------------|--------------------|---|
| | Position Number | Class Number | Title |
| Present: Recommended: | 507 | 1552-19 5513-19 | Staff Services Officer III Program Specialist II |
| Present: Recommended: | 508 | 1552-19 5513-19 | Staff Services Officer III Program Specialist II |
| Present: Recommended: | 509 | 1552-19 1507-19 | Staff Services Officer III Executive Assistant II |
| Present: Recommended: | 510 | 1552-19 5513-19 | Staff Services Officer III Program Specialist II |
| Present: Recommended: | 750 | 1552-19 1165-19 | Staff Services Officer III Chief Accountant II |
| Present: Recommended: | 511 | 1552-19 1957-18 | Staff Services Officer III Purchaser IV |
| Present: Recommended: | 512 | 1552-19 2752-19 | Staff Services Officer III Safety Manager I |
| Present: Recommended: | 514 | 1552-19 1507-19 | Staff Services Officer III Executive Assistant II |
| Present: Recommended: | 515 | 1552-19 5513-19 | Staff Services Officer III Program Specialist II |
| Present: Recommended: | 516 | 1552-19 5513-19 | Staff Services Officer III Program Specialist II |
| Present: Recommended: | 517 | 1552-19 5513-19 | Staff Services Officer III Program Specialist II |
| Present: Recommended: | 518 | 1552-19 1565-19 | Staff Services Officer III Program Administrator III |
| Present: Recommended: | 519 | 1552-19 1565-19 | Staff Services Officer III Program Administrator III |
| Present: Recommended: | 520 | 1553-20 1557-20 | Staff Services Officer IV Director of Programs I |
| Present: Recommended: | 497 | 1553-20 1557-20 | Staff Services Officer IV Director of Programs I |

Overview

| Recommendations (continued) | | | |
|------------------------------------|------------------------|---------------------|---|
| | Position Number | Class Number | Title |
| Present: Recommended: | 523 | 1553-20 1557-20 | Staff Services Officer IV Director of Programs I |
| Present: Recommended: | 524 | 1553-20 1557-20 | Staff Services Officer IV Director of Programs I |
| Present: Recommended: | 525 | 1553-20 1557-20 | Staff Services Officer IV Director of Programs I |
| Present: Recommended: | 526 | 1553-20 1158-21 | Staff Services Officer IV Budget Analyst IV |
| Present: Recommended: | 527 | 1554-21 1158-21 | Chief of Staff Services Budget Analyst IV |
| Present: Recommended: | 528 | 1554-21 1559-21 | Chief of Staff Services Director of Programs II |
| Present: Recommended: | 530 | 1554-21 1559-21 | Chief of Staff Services Director of Programs II |
| Present: Recommended: | 531 | 1554-21 1559-21 | Chief of Staff Services Director of Programs II |
| Present: Recommended: | 532 | 1554-21 1559-21 | Chief of Staff Services Director of Programs II |
| Present: Recommended: | 533 | 1554-21 1158-21 | Chief of Staff Services Budget Analyst IV |
| Present: Recommended: | 534 | 1554-21 1158-21 | Chief of Staff Services Budget Analyst IV |
| Present: Recommended: | 535 | 1554-21 1558-21 | Chief of Staff Services Special Project Director |
| Present: Recommended: | 539 | 1557-20 2017-16 | Director of Programs I Graphics Designer III |
| Present: Recommended: | 540 | 1557-20 0289-20 | Director of Programs I Network Manager III |
| Present: Recommended: | 547 | 1557-20 3646-18 | Director of Programs I Investigator IV |

Overview

| Recommendations (continued) | | | |
|------------------------------------|------------------------|---------------------|--|
| | Position Number | Class Number | Title |
| Present: Recommended: | 624 | 1559-21 0275-21 | Director of Programs II Director of ADP II |
| Present: Recommended: | 757 | 1563-17 5512-18 | Program Administrator I Program Specialist I |
| Present: Recommended: | 633 | 1563-17 1506-17 | Program Administrator I Executive Assistant I |
| Present: Recommended: | 649 | 1564-18 1084-18 | Program Administrator II Auditor IV |
| Present: Recommended: | 657 | 1564-18 5512-18 | Program Administrator II Program Specialist I |
| Present: Recommended: | 658 | 1565-19 1507-19 | Program Administrator III Executive Assistant II |
| Present: Recommended: | 659 | 1565-19 1507-19 | Program Administrator III Executive Assistant II |
| Present: Recommended: | 660 | 1565-19 1507-19 | Program Administrator III Executive Assistant II |
| Present: Recommended: | 661 | 1565-19 5513-19 | Program Administrator III Program Specialist II |
| Present: Recommended: | 662 | 1565-19 5513-19 | Program Administrator III Program Specialist II |
| Present: Recommended: | 663 | 1565-19 5513-19 | Program Administrator III Program Specialist II |
| Present: Recommended: | 664 | 1565-19 | Program Administrator III Human Resources Mgmt. series |
| Present: Recommended: | 665 | 1565-19 1723-19 | Program Administrator III Position Classification Analyst III |
| Present: Recommended: | 666 | 1565-19 | Program Administrator III Human Resources Mgmt. series |
| Present: Recommended: | 667 | 1565-19 | Program Administrator III Human Resources Mgmt. series |

Overview

| Recommendations (concluded) | | | |
|------------------------------------|------------------------|---------------------|---|
| | Position Number | Class Number | Title |
| Present: Recommended: | 760 | 1565-19 | Program Administrator III Network Manager series |
| Present: Recommended: | 669 | 1565-19 5513-19 | Program Administrative III Program Specialist II |
| Present: Recommended: | 670 | 1565-19 2017-16 | Program Administrator III Graphics Designer III |
| Present: Recommended: | 676 | 1565-19 0242-18 | Program Administrator III ADP Programmer III |
| Present: Recommended: | 686 | 5512-18 1564-18 | Program Specialist I Program Administrator II |
| Present: Recommended: | 712 | 5513-19 1565-19 | Program Specialist II Program Administrator III |
| Present: Recommended: | 714 | 5527-20 0279-20 | Program Specialist III Data Base Administrator III |
| Present: Recommended: | 728 | 5527-20 1557-20 | Program Specialist III Director of Programs I |

Section 1:

Inappropriately Classified Positions

In reviewing the sample of 766 full-time classified employees at the Texas Natural Resource Conservation Commission, 183 positions were found to be inappropriately classified. In analyzing these improper classifications, the following trends emerged (a detailed listing with explanations of the 183 inappropriately classified positions, along with management's response to those recommendations, can be found in the Appendix 2).

The Commission has classified many of its administrative support/secretarial positions in classes in higher salary groups than can be justified by the duties and responsibilities being performed. This results in inequitable internal relationships between these and other positions within the Commission. The Commission has a responsibility to ensure internal equity among positions and classify positions based on the actual duties and responsibilities of the positions.

Classifying employees in a higher salary group than is warranted may occur for various reasons, including when the levels of administrative support positions are based on the level of the position to which support functions are provided. While the level of a position's supervisor may dictate the type of duties the position performs, we do not believe this necessarily supports a classification in a higher salary group than one who performs the same duties for a supervisor in a lower salary group. Reporting to a supervisor in a higher management level in the agency does not always mean that the administrative support duties will be more complex. Nor is communication with the public, legislators, or other high-level positions a reason for classification in a higher salary group.

Specific examples of paying employees in a class in a higher salary group than may be warranted, regardless of the reason, include the following:

- The Commission has no Switchboard Operator or Switchboard Operator/Receptionist positions. This is unusual, especially for a large agency, since most agencies have at least one employee whose primary responsibility is working at a main switchboard within the organization, answering and routing telephone calls. There are employees performing these duties within the Commission, but they are not classified appropriately. While the Commission does currently have one employee classified as a Switchboard Operator Supervisor, we have found this position to be inappropriately classified.
- The Commission has no incumbents in either the Clerk I or Clerk II class. Rather, all employees within this series are classified as Clerk III's, the highest level within the class series. The Commission should ensure that the

use of a class within a class series is based on duties and responsibilities performed rather than predetermined salary groups.

- The State currently has a four-level secretarial class series, consisting of a Secretary I, Secretary II, Secretary III, and Administrative Secretary. All of the Commission's 37 secretarial positions but two are classified as Administrative Secretaries (the top level). Again, the Commission should ensure that the use of a class within a class series is based on duties and responsibilities performed rather than predetermined salary groups.

Not all misclassifications are a result of only using a class in a higher salary group than is warranted. The audit also found other trends in misclassifications, as the following examples indicate:

- Sixty-one percent of those positions within the Word Processing Operator class series (levels II and III only, since there were no employees at the level I) were found to be inappropriately classified. The Word Processing Operator series is intended to be used for those positions whose primary functions consists of performing word processing and personal computer-related work. In reviewing these misclassified positions, we found that the duties actually being performed in 63 percent of the cases were indicative of the Secretary class series; the other 37 percent of the improperly classified positions should be classified within the Administrative Technician class series.
- There was a tendency for overlap found between the Secretary class series and the lower levels of the Administrative Technician class series. One-third of the Commission's secretarial positions were found to be inappropriately classified. In each of these instances, the Administrative Technician series accurately describes the duties being performed. In addition, of the Administrative Technician I positions, 42 percent were found to be inappropriately classified. Of these, 50 percent would be more appropriately classified within the Secretary class series; another 36 percent of these misclassifications were found to be more appropriately classified within the Switchboard Operator or Clerk class series, which further supports the finding that there is a problem with the over classification of clerical and administrative support-related positions. While the Administrative Technician II positions had far fewer misclassifications (ten percent of those positions reviewed), of those found to be misclassified, 71 percent would be more appropriately classified within the Secretary class series.
- Thirty-nine percent of the positions classified as Executive Assistant I's were inappropriately classified. The Executive Assistant class series is intended for positions which provide technical and administrative assistance to an agency executive and should be used for those incumbents who are responsible for performing professional and technical work, such as developing administrative standards and procedures, composing technical reports, publications, and manuals, coordinating work with other entities,

assisting in budget preparation, and making human resource management decisions. Of those positions found to be inappropriately classified, 43 percent should be classified within the Administrative Technician class series.

- The largest number of misclassifications within a single class series was found within the Staff Services Officer series. Of all 70 positions reviewed throughout the entire series, 63, or 90 percent, were found to be inappropriately classified. The Staff Services Officer series is intended for those positions which plan, direct, and coordinate several staff services functions such as human resources, accounting, budgeting, duplicating, purchasing, training, and material and property management. In reviewing the areas in which these misclassifications took place, we found that, in the lowest level of the series, most positions should be classified within the Administrative Technician class series. In the higher levels, on the other hand, the Program Administrator, Program Specialist, and Director of Programs series were found to be most appropriate.
- While the compliance rates were good for the Program Administrator I and Program Administrator II classes, 54 percent of the Program Administrator III positions were inappropriately classified. Of these, 79 percent should use more occupationally-specific classes (it is our position that such classes should be used whenever possible); the remaining 21 percent should use the Program Specialist class series.

Section 2:

Inappropriate Reporting Relationships

During the course of our review, we observed situations in which employees were being supervised by someone in the same or a lower salary group. We consider these situations as inappropriate reporting relationships. Supervisory duties indicate a higher level of responsibility, and this should be reflected in the level of compensation (i.e., salary group level). In the following instances, the reporting relationships should be changed to reflect this philosophy.

- Position Number 58, classified as a Word Processing Operator II (0292-08), is supervised by another Word Processing Operator II (0292-08).
- Position Number 243, classified as an Administrative Technician II (1502-11), is supervised by another Administrative Technician II (1502-11).
- Position Number 309, classified as an Administrative Technician III (1503-13), is supervised by another Administrative Technician III (1503-13).
- Position Number 435, classified as an Administrative Technician IV (1504-15), is supervised by another Administrative Technician IV (1504-15).
- Position Number 512, classified as a Staff Services Officer III (1552-19), is supervised by a Safety Manager I (2752-19).

- Position Number 572, classified as a Director of Programs II (1559-21), is supervised by another Director of Programs II (1559-21).
- Position Number 573, classified as a Director of Programs II (1559-21), is supervised by another Director of Programs II (1559-21).
- Position Number 574, classified as a Director of Programs II (1559-21), is supervised by another Director of Programs II (1559-21).
- Position Number 575, classified as a Director of Programs II (1559-21), is supervised by another Director of Programs II (1559-21).
- Position Number 719, classified as a Director of Programs II (1559-21), is supervised by another Director of Programs II (1559-21).
- Position Number 584, classified as a Director of Programs II (1559-21), is supervised by another Director of Programs II (1559-21).
- Position Number 601, classified as a Director of Programs II (1559-21), is supervised by another Director of Programs II (1559-21).
- Position Number 614, classified as a Director of Programs II (1559-21), is supervised by another Director of Programs II (1559-21).
- Position Number 626, classified as a Director of Programs II (1559-21), is supervised by another Director of Programs II (1559-21).
- Position Number 693, classified as a Program Specialist II (5513-19), is supervised by another Program Specialist II (5513-19).
- Position Number 696, classified as a Program Specialist II (5513-19), is supervised by another Program Specialist II (5513-19).
- Position Number 724, classified as a Program Specialist III (5527-20), is supervised by a Program Administrator III (1565-19).

***Management's Response:** We concur with your identified inappropriate reporting relationships. These reporting structures will be corrected no later than October 1, 1995.*

Section 3:

Management Control Recommendations

We found numerous cases of misclassifications at the Commission. We believe the Commission's management control systems for compensation and salary administration can be strengthened. The Commission should strengthen its job

analysis process which reviews and verifies the duties and responsibilities of positions. The proper classification of positions should be determined based on the duties performed.

After a review of the duties and responsibilities of a position and comparison with state job descriptions, managers should be required to request a specific classification that is appropriate for the duties performed by the position. The Human Resources Department (Classification) should serve as an internal control to review management's request in order to verify proper classification based on the job class requested and the job duties of the position. It should also review the position for internal consistency within the division requesting the class change (or new hire class) and positions within other divisions which are performing similar work.

The Commission should be more consistent when assigning classifications to positions, and career ladders should not be developed which would promote incumbents from a class in one series to another series only for the purpose of following consecutive salary groups. Should an incumbent acquire new duties and responsibilities in a different position than his or her previous position, then it would be appropriate for this incumbent to move from one classification series to another which more accurately reflects the new duties. Promoting an employee from a class in one classification series to a class in another class series only for the purpose of progressing through consecutive salary groups, on the other hand, is in direct conflict with the Classification Plan, which contains inherent career ladders. If positions are performing the same type of work but at a higher level than before, they should be promoted to the next level within the same class series. Thus, if positions are appropriately classified, progression through a class series is an appropriate career ladder.

Objective, Scope, and Methodology

The Texas Natural Resource Conservation Commission was selected for review in order to monitor its compliance with the Position Classification Act. The sample chosen consisted of the Commission's administrative positions, ranging from the clerical to the generic Program Administrator and Director of Programs classes.

In determining whether a sample of 766 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 33 incumbents and three supervisors.

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

Detailed Class Recommendations

Position Number 1 is Inappropriately Classified

Position Number 1, currently classified as a Switchboard Operator Supervisor (0008-06), should be classified as a Secretary II (0133-06). This position is not responsible for training or supervising switchboard operators and/or receptionists. Instead, the incumbent performs secretarial duties such as answering and routing telephone calls, faxing documents, processing mail, typing, and maintaining and ordering supplies. We feel the Secretary II class is more appropriate for the duties being performed.

Management's Response: Concur. Effective 10/01/95.

Position Number 10 is Inappropriately Classified

We believe Position Number 10, Clerk III (0055-06), would be more appropriately classified as a Switchboard Operator/Receptionist (0006-05). The incumbent spends the majority of time answering the main switchboard and greeting and providing general information to the public. The Switchboard Operator/Receptionist class best describes the majority of duties being performed by this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 17 is Inappropriately Classified

Position Number 17, currently classified as a Clerical Supervisor IV (0067-11), should be classified as an Administrative Technician II (1502-11). The incumbent serves as the Administrative Services Coordinator for the Industrial and Hazardous Waste Division. The incumbent's duties include supervising clerical staff and activities, coordinating timekeeping functions, and maintaining budget information and reports for the Division. In addition, the incumbent has duties and responsibilities similar to other Administrative Services Coordinator positions who are properly classified within the Administrative Technician series. For these reasons, this position should be classified as an Administrative Technician II.

Management's Response: Concur. Effective 10/01/95.

Position Number 21 is Inappropriately Classified

Position Number 21, currently classified as an Administrative Secretary (0138-09), would be more appropriately classified within the Administrative Technician class series [Administrative Technician I (1501-08), Administrative Technician II (1502-11), Administrative Technician III (1503-13), and Administrative Technician IV (1504-15)]. While the employee performs some secretarial functions, a large percentage of the incumbent's time is spent setting up and maintaining files for graphics requests and publications, distributing agency publications materials, and

preparing items for reprinting. The incumbent is also responsible for compiling statistical data and typing various forms, documents, and reports. The Administrative Technician class series best describes the duties of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 22 is Inappropriately Classified

We believe Position Number 22, currently classified as an Administrative Secretary (0138-09), should be classified within the Administrative Technician class series [Administrative Technician I (1501-08), Administrative Technician II (1502-11), Administrative Technician III (1503-13), and Administrative Technician IV (1504-15)]. This employee performs various secretarial functions. However, the employee also compiles technical data; maintains programs records and controls; prepares reports relating to programs; types various forms, documents, and reports; and performs data entry functions. Since these duties are more technical in nature, the Administrative Technician class series is appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 28 is Inappropriately Classified

Position Number 28, currently classified as an Administrative Secretary (0138-09), would be more appropriately classified within the Administrative Technician class series [Administrative Technician I (1501-08), Administrative Technician II (1502-11), Administrative Technician III (1503-13), and Administrative Technician IV (1504-15)]. In addition to performing some secretarial duties, the incumbent is responsible for addressing citizen concerns regarding the technical program area. Thus, we believe the Administrative Technician class series best describes these functions.

Management's Response: Concur. Effective 10/01/95.

Position Number 30 is Inappropriately Classified

We believe Position Number 30, currently classified as an Administrative Secretary (0138-09), should be classified within the Administrative Technician class series [Administrative Technician I (1501-08), Administrative Technician II (1502-11), Administrative Technician III (1503-13), and Administrative Technician IV (1504-15)]. The incumbent is responsible for providing program technical assistance; processing letters, permit applications, and fees; scheduling inspection appointments; tracking permit applications and fees; and administering and processing exams. The Administrative Technician class series best reflects the duties of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 33 is Inappropriately Classified

Position Number 33, currently classified as an Administrative Secretary (0138-09), would be more appropriately classified within the Administrative Technician class series [Administrative Technician I (1501-08), Administrative Technician II (1502-11), Administrative Technician III (1503-13), and Administrative Technician IV (1504-15)]. This position is responsible for receiving, recording, and referring complaints; performing data entry functions; performing Administrative Services Coordinator duties; and contacting and tracking contractors. Thus, we believe the Administrative Technician class series is appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 35 is Inappropriately Classified

We believe Position Number 35, currently classified as an Administrative Secretary (0138-09), should be classified within the Administrative Technician class series [Administrative Technician I (1501-08), Administrative Technician II (1502-11), Administrative Technician III (1503-13), and Administrative Technician IV (1504-15)]. This incumbent functions as the area Administrative Services Coordinator; compiles and edits various reports and forms; and tracks, records, and maintains various data and records. The Administrative Technician class series best describes these functions.

Management's Response: Concur. Effective 10/01/95.

Position Number 38 is Inappropriately Classified

Position Number 38, currently classified as an Administrative Secretary (0138-09), would be more appropriately classified within the Administrative Technician class series [Administrative Technician I (1501-08), Administrative Technician II (1502-11), Administrative Technician III (1503-13), and Administrative Technician IV (1504-15)]. This employee is responsible for conducting air, water, and waste file searches; pulling files for public viewing; and signing in visitors. The employee is also responsible for maintaining job listings; assisting in answering the telephone; and running errands, such as taking film to be developed and taking motor vehicles in for repair. Thus, we believe the Administrative Technician class series more accurately describes this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 39 is Inappropriately Classified

Position Number 39, currently classified as an Administrative Secretary (0138-09), should be classified within the Administrative Technician class series [Administrative Technician I (1501-08), Administrative Technician II (1502-11), Administrative Technician III (1503-13), and Administrative Technician IV (1504-15)]. The majority of time is spent responding to technical inquiries related to vehicle emissions testing,

proofing and finalizing investigative reports and issuing notices of violations, and typing related correspondence. These duties are more appropriately described by the Administrative Technician class series.

Management's Response: Concur. Effective 10/01/95.

Position Number 43 is Inappropriately Classified

Position Number 43, currently classified as an Administrative Secretary (0138-09), would be more appropriately classified within the Administrative Technician class series [Administrative Technician I (1501-08), Administrative Technician II (1502-11), Administrative Technician III (1503-13), and Administrative Technician IV (1504-15)]. This position is responsible for reviewing and processing applications and processing public requests for information. Thus, we believe the Administrative Technician class series is appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 46 is Inappropriately Classified

We believe Position Number 46, currently classified as an Administrative Secretary (0138-09), should be classified within the Administrative Technician class series [Administrative Technician I (1501-08), Administrative Technician II (1502-11), Administrative Technician III (1503-13), and Administrative Technician IV (1504-15)]. The incumbent spends the majority of time receiving, routing, logging, and tracking customer complaints. The Administrative Technician class series more accurately describes this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 47 is Inappropriately Classified

Position Number 47, currently classified as an Administrative Secretary (0138-09), would be more appropriately classified within the Administrative Technician class series [Administrative Technician I (1501-08), Administrative Technician II (1502-11), Administrative Technician III (1503-13), and Administrative Technician IV (1504-15)]. A large portion of the incumbent's time is spent responding to inquiries regarding regulatory assessment payments; distributing program forms; performing data entry functions; and preparing various reports, tables, and correspondence. Thus, we believe the Administrative Technician class series is appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 52 is Inappropriately Classified

We believe Position Number 52, currently classified as an Administrative Secretary (0138-09), should be classified within the Administrative Technician class series [Administrative Technician I (1501-08), Administrative Technician II (1502-11),

Administrative Technician III (1503-13), and Administrative Technician IV (1504-15)]. While the position is responsible for performing some secretarial functions, it is also responsible for performing purchasing duties; making travel arrangements, and preparing related requests and vouchers; preparing and proofing various reports; and maintaining the section's budget. Thus, we believe the Administrative Technician class series best describes the duties of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 56 is Inappropriately Classified

Position Number 56, currently classified as a Word Processing Operator II (0292-08), would be more appropriately classified as an Administrative Technician I (1501-08). The majority of the incumbent's time is spent supporting a technical program; generating technical program letters, forms, and reports; and inputting and tracking bills. The Administrative Technician I class best reflects these duties.

Management's Response: Concur. Effective 10/01/95.

Position Number 57 is Inappropriately Classified

We believe Position Number 57, currently classified as a Word Processing Operator II (0292-08), should be classified as an Administrative Technician I (1501-08). The incumbent is responsible for processing program reports and correspondence, maintaining related files, answering the phone, and assisting the public. Due to the technical nature of these functions, the Administrative Technician I class is appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 58 is Inappropriately Classified

Position Number 58, currently classified as a Word Processing Operator II (0292-08), should be classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. The incumbent is responsible for word processing, organizing and planning special projects, maintaining files, receiving and routing telephone calls, processing mail, and coordinating meetings and projects. Since word processing work is not this position's primary responsibility, we believe the Secretary class series best describes this position.

Management's Response: Concur. Effective 10/01/95.

Position Numbers 59 and 60 are Inappropriately Classified

We believe Position Numbers 59 and 60, Word Processing Operator II's (0292-08), would be more appropriately classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative

Secretary (0138-09)]. In addition to performing typing and word processing work, the incumbents are responsible for general office support functions. These functions include answering and routing telephone calls; maintaining equipment, supplies, files, and records; distributing mail; proofreading; timekeeping; performing data entry functions; arranging meetings; and operating copy and fax machines. The Secretary class series best reflects the overall duties of these positions.

Management's Response: Concur. Effective 10/01/95.

Position Number 61 is Inappropriately Classified

Position Number 61, currently classified as a Word Processing Operator II (0292-08), should be classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. This position's main concentration is not word processing work. Instead, this position is responsible for typing documents; maintaining supply and procedures manuals; faxing, copying, reviewing and distributing mail; receiving visitors; and answering the telephone. We believe these duties are secretarial in nature and therefore, should be classified within the Secretary class series.

Management's Response: Concur. Effective 10/01/95.

Position Number 62 is Inappropriately Classified

We believe Position Number 62, Word Processing Operator II (0292-08), would be more appropriately classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. This position's duties include typing and proofreading documents; word processing; performing data entry; maintaining equipment, supplies, and files; distributing mail; answering and routing telephone calls; arranging meetings; and operating fax and copy machines. The Secretary class series best describes the duties of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 63 is Inappropriately Classified

Position Number 63, currently classified as a Word Processing Operator II (0292-08), should be classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. The incumbent is primarily responsible for answering and routing telephone calls for three divisions. In addition, the incumbent is responsible for word processing, performing data entry functions, receiving staff and visitors, and typing. The Secretary class series is more appropriate for the majority of work being performed by this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 64 is Inappropriately Classified

We believe Position Number 64, Word Processing Operator II (0292-08), would be more appropriately classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. The incumbent is responsible for preparing and processing correspondence and various documents, communicating with staff and other agencies, and processing time sheets. The incumbent also distributes mail, maintains files, orders supplies, makes copies, sends faxes, answers telephones, and responds to general questions. The Secretary class series best describes the overall duties of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 69 is Inappropriately Classified

Position Number 69, currently classified as a Word Processing Operator II (0292-08), should be classified as an Administrative Technician I (1501-08). While this position is responsible for performing word processing functions, the incumbent also spends a large percentage of time tracking and processing legislative letters and providing administrative support. We believe the Administrative Technician I class best describes this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 732 is Inappropriately Classified

We believe Position Number 732, currently classified as a Word Processing Operator III (0294-10), would be more appropriately classified within the Administrative Technician class series [Administrative Technician I (1501-08), Administrative Technician II (1502-11), Administrative Technician III (1503-13), and Administrative Technician IV (1504-15)]. This position prepares various documents, reports, and correspondence; provides program assistance and policy and procedure interpretations; and performs data tracking functions. Thus, the Administrative Technician class series is appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 70 is Inappropriately Classified

We believe Position Number 70, Word Processing Operator III (0294-10), should be classified within the Administrative Technician class series [Administrative Technician I (1501-08), Administrative Technician II (1502-11), Administrative Technician III (1503-13), and Administrative Technician IV (1504-15)]. Word processing duties are not the incumbent's primary work. This position's primary duties consist of processing monthly renewal applications; preparing, entering, and updating data; and processing fee remittances. Based on the nature of duties being performed, it would be more appropriate to use a class in the Administrative Technician class series.

Management's Response: Concur. Effective 10/01/95.

Position Number 71 is Inappropriately Classified

Position Number 71, currently classified as a Word Processing Operator III (0294-10), should be classified within the Administrative Technician class series [Administrative Technician I (1501-08), Administrative Technician II (1502-11), Administrative Technician III (1503-13), and Administrative Technician IV (1504-15)]. This incumbent spends the majority of time preparing permit modifications, registration-related correspondence, compliance and technical summaries, draft permits, and other correspondence and forms. Since these functions are related to a technical program area, we believe the Administrative Technician class series is appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 72 is Inappropriately Classified

We believe Position Number 72, Word Processing Operator III (0294-10), would be more appropriately classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. The incumbent's duties include answering telephone calls, processing correspondence, typing and word processing various documents, processing facsimiles, and distributing mail. The Secretary class series best describes the overall duties of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 73 is Inappropriately Classified

We believe Position Number 73, currently classified as a Word Processing Operator III (0294-10), should be classified within the Administrative Technician class series [Administrative Technician I (1501-08), Administrative Technician II (1502-11), Administrative Technician III (1503-13), and Administrative Technician IV (1504-15)]. This position prepares registration form mail-outs and performs data entry of registration information, responds to inquiries and requests for information, creates complex reports, and maintains files. The Administrative Technician class series best describes these duties.

Management's Response: Concur. Effective 10/01/95.

Position Number 74 is Inappropriately Classified

We believe Position Number 74, Word Processing Operator III (0294-10), should be classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. This position provides secretarial support for the Water Rights Team. The incumbent is responsible

for creating filing systems, answering telephone calls, updating water rights permits, distributing mail, and copying and faxing correspondence. The Secretary class series better describes the overall work being performed.

Management's Response: Concur. Effective 10/01/95.

Position Number 75 is Inappropriately Classified

Position Number 75, currently classified as a Word Processing Operator III (0294-10), would be more appropriately classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. The incumbent's duties include answering telephone calls, copying and mailing permits, preparing travel authorizations and vouchers, timekeeping, preparing and typing various documents, and receiving and distributing mail. The Secretary class series best reflects the duties of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 81 is Inappropriately Classified

We believe Position Number 81, Word Processing Operator III (0294-10), would be more appropriately classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. This position is primarily responsible for processing mail and word processing. Based on the combination of these duties, this position should be classified in the Secretary class series.

Management's Response: Concur. Effective 10/01/95.

Position Number 83 is Inappropriately Classified

Position Number 83, currently classified as a Word Processing Operator III (0294-10), should be classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. The incumbent's word processing duties include proofreading, formatting, and checking grammar. In addition, the incumbent is responsible for distributing mail and processing correspondence. The Secretary class series best describes the overall duties being performed by this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 88 is Inappropriately Classified

We believe Position Number 88, Administrative Technician I (1501-08), would be more appropriately classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. This position is responsible for answering the telephone; maintaining and updating manuals, lists, cards, and files; distributing mail; making photocopies;

maintaining supplies; scheduling the conference room and library; and timekeeping. We believe these duties are secretarial in nature and therefore, should be classified within the Secretary class series.

Management's Response: Concur. Effective 10/01/95.

Position Number 90 is Inappropriately Classified

Position Number 90, currently classified as an Administrative Technician I (1501-08), would be more appropriately classified as a Stock Clerk III (1903-06). This incumbent spends the majority of time receiving, checking, and verifying purchase orders and purchases; delivering purchase orders; and stocking items received. We believe the Stock Clerk III class is more appropriate for these functions.

Management's Response: Concur. Effective 10/01/95.

Position Number 91 is Inappropriately Classified

We believe Position Number 91, currently classified as an Administrative Technician I (1501-08), should be classified as a Property Inventory Clerk II (19269-06). This incumbent spends the majority of time inputting filled supply requisitions in the automated inventory system, purchasing requested items, and assisting in filling supply orders. We believe the Property Inventory Clerk II class is appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 93 is Inappropriately Classified

Position Number 93, currently classified as an Administrative Technician I (1501-08), would be more appropriately classified as a Clerk III (0055-06). This position is responsible for metering agency outgoing mail; sorting, opening, and stapling incoming mail; and logging certified mail for metering. Thus, we believe the Clerk III class more accurately describes the duties of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 94 is Inappropriately Classified

We believe Position Number 94, currently classified as an Administrative Technician I (1501-08), should be classified as a Clerk III (0055-06). This incumbent answers the phone for the mailroom, tracks down lost packages, logs incoming packages and ensures each is delivered to the appropriate area, and orders supplies. The Clerk III class more appropriately describes these duties.

Management's Response: Concur. Effective 10/01/95.

Position Number 95 is Inappropriately Classified

Position Number 95, currently classified as an Administrative Technician I (1501-08), would be more appropriately classified as a Clerk III (0055-06). This incumbent routes and delivers mail; sorts, opens, staples, and stamps incoming mail; and meters and logs outgoing mail. Thus, we believe the Clerk III class more appropriately describes the duties of the position.

Management's Response: Concur. Effective 10/01/95.

Position Numbers 97, 98, 99, and 100 are Inappropriately Classified

Position Numbers 97, 98, 99, and 100, currently classified as Administrative Technician I's (1501-08), should be classified as Switchboard Operator/Receptionists (0006-05). These positions are mainly responsible for providing general information and telephone assistance to the public and agency staff. In addition, the incumbents maintain a telephone reference book and greet and provide directions to visitors. We believe these duties are more in line with the Switchboard Operator/Receptionist class.

Management's Response: Concur. Effective 10/01/95. Although classification staff concurs with the Switchboard Operator/Receptionist as the appropriate classification, it is our experience that this classification and pay group adversely impacts our ability to hire and retain quality individuals. We view these positions as a crucial point of first contact for our agency.

Position Number 111 is Inappropriately Classified

We believe Position Number 111, Administrative Technician I (1501-08), should be classified as a Legal Assistant I (3570-12). The incumbent spends the majority of time conducting legal research and drafting legal memoranda. For these reasons, we feel the occupationally specific Legal Assistant I class is more appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 112 is Inappropriately Classified

Position Number 112, currently classified as an Administrative Technician I (1501-08), would be more appropriately classified as a Legal Assistant I (3570-12). This position spends the majority of time researching environmental legal issues and writing legal memorandum. In addition, the incumbent assists attorneys in preparing for hearings, which includes drafting arguments, preparing discovery, and assisting in drafting responses to discovery. The occupationally-specific Legal Assistant I class more accurately describes this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 113 is Inappropriately Classified

We believe Position Number 113, Administrative Technician I (1501-08), Position Number 113, should be classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. The incumbent's duties include answering and routing telephone calls, assisting in developing policies and procedures, greeting visitors, processing and distributing mail, and maintaining facsimile machines and filing systems. The Secretary class series best describes the duties of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 735 is Inappropriately Classified

Position Number 735, currently classified as an Administrative Technician I (1501-08), would be more appropriately classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. This position is responsible for answering and routing telephone calls, distributing mail and faxes, directing visitors to appropriate staff, copying documents, updating manuals, and maintaining files. We believe these duties are secretarial in nature and therefore, should be classified within the Secretary class series.

Management's Response: Concur. Effective 10/01/95.

Position Number 119 is Inappropriately Classified

We believe Position Number 119, Administrative Technician I (1501-08), should be classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. The incumbent's duties include answering the telephone, maintaining filing systems, processing correspondence and reports, and receiving and distributing mail. The Secretary class series best reflects the duties of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 120 is Inappropriately Classified

Position Number 120, currently classified as an Administrative Technician I (1501-08), would be more appropriately classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. This position is responsible for distributing mail, filing, answering the telephone, and copying, routing, and filing complaints. Since these duties are secretarial in nature, the Secretary class series is appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 121 is Inappropriately Classified

We believe Position Number 121, Administrative Technician I (1501-08), should be classified as a Clerk III (0055-06). The incumbent functions as a Mail Clerk, spending the majority of time opening and distributing mail. The Clerk III class best describes the duties of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 125 is Inappropriately Classified

Position Number 125, currently classified as an Administrative Technician I (1501-08), would be more appropriately classified as a Clerk III (0055-06). This position functions as a File Clerk, spending the majority of time filing. In addition, the incumbent serves as a switchboard operator. We believe the Clerk III class best describes the majority of work being performed.

Management's Response: Concur. Effective 10/01/95.

Position Number 127 is Inappropriately Classified

We believe Position Number 127, Administrative Technician I (1501-08), should be classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. The incumbent is mainly responsible for typing and editing documents, answering telephone calls, directing visitors to the appropriate staff, copying documents, and maintaining a filing system. We feel the majority of duties performed are secretarial in nature, and as such, the Secretary class series is appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 130 is Inappropriately Classified

We believe Position Number 130, currently classified as an Administrative Technician I (1501-08), should be classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. This employee is responsible for answering and routing telephone calls, typing, performing data entry, greeting and assisting the public, and processing incoming mail. Since these duties are secretarial in nature, the Secretary class series is appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 137 is Inappropriately Classified

We believe Position Number 137, Administrative Technician I (1501-08), would be more appropriately classified as a Switchboard Operator/Receptionist (0006-05). This

position spends the majority of time answering, screening, and transferring telephone calls. In addition to performing routine clerical work, the incumbent directs visitors to the appropriate division. The Switchboard Operator/Receptionist class best describes the duties being performed by this position.

Management's Response: Concur. Effective 10/01/95. Although classification staff concurs with the Switchboard Operator/Receptionist as the appropriate classification, it is our experience that this classification and pay group adversely impacts our ability to hire and retain quality individuals. We view these positions as a crucial point of first contact for our agency.

Position Number 139 is Inappropriately Classified

Position Number 139, currently classified as an Administrative Technician I (1501-08), should be classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. The incumbent is responsible for distributing mail, typing various documents, answering telephones, copying, and ordering and stocking supplies. The Secretary class series best reflects the duties of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 140 is Inappropriately Classified

We believe Position Number 140, Administrative Technician I (1501-08), should be classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. This position is mainly responsible for performing receptionist duties which include greeting visitors, answering the telephone, taking messages, and answering basic questions. The incumbent also types and edits various documents and distributes mail. The Secretary class series better describes the work being performed.

Management's Response: Concur. Effective 10/01/95.

Position Number 143 is Inappropriately Classified

Position Number 143, currently classified as an Administrative Technician I (1501-08), should be classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. The incumbent spends the majority of time answering telephone calls and greeting visitors. Additional secretarial duties include distributing mail, filing, and preparing and typing various documents. Since the majority of duties performed are secretarial in nature, the Secretary class series is appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 150 is Inappropriately Classified

We believe Position Number 150, Administrative Technician I (1501-08), would be more appropriately classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. This position is responsible for answering telephone calls, taking messages, and routing calls to the appropriate staff. The incumbent also files, copies, and collates documents, maintains supplies, maintains records and manuals, coordinates meetings, processes fax requests, and types various documents. The Secretary class series best reflects the duties of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 152 is Inappropriately Classified

Position Number 152, currently classified as an Administrative Technician I (1501-08), should be classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. The incumbent's duties include answering and transferring telephone calls and taking telephone messages. The incumbent is also responsible for ordering and maintaining supplies, updating phone lists, coordinating meetings, distributing mail, and maintaining various documents. We believe these duties are more in line with the Secretary class series.

Management's Response: Concur. Effective 10/01/95.

Position Numbers 155 and 156 are Inappropriately Classified

Position Numbers 155 and 156, currently classified as Administrative Technician I's (1501-08), would be more appropriately classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. These positions answer and route telephone calls, sort division mail, greet and direct visitors, schedule meetings, make copies, maintain facsimile machines, and type procurement forms. The Secretary class series best describes the duties of these positions.

Management's Response: Concur. Effective 10/01/95.

Position Number 736 is Inappropriately Classified

We believe Position Number 736, currently classified as an Administrative Technician II (1502-11), should be classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. This incumbent is responsible for answering and routing calls; preparing, editing, and proofing correspondence; maintaining office supplies; photocopying and faxing items; greeting visitors; and scheduling meetings, appointments, and conferences. We believe these duties are secretarial in nature, and therefore, the Secretary class series is appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 172 is Inappropriately Classified

Position Number 172, currently classified as an Administrative Technician II (1502-11), should be classified as a Property Coordinator (1929-09). The incumbent is responsible for property inventory and control work. The incumbent's duties include delivering equipment, auditing purchasing documents, taking physical inventories, disposing of surplus property, and maintaining property inventory records and files. The occupationally specific Property Coordinator class more accurately describes this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 186 is Inappropriately Classified

Position Number 186, currently classified as an Administrative Technician II (1502-11), would be more appropriately classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. This employee spends 50 percent of the time performing secretarial duties and 30 percent of the time answering and routing phone calls. Thus, this position should be classified within the Secretary class series.

Management's Response: Concur. Effective 10/01/95.

Position Number 31 is Inappropriately Classified

We believe Position Number 31, currently classified as an Administrative Technician II (1502-11), should be classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. The majority of the incumbent's time is spent typing and editing correspondence, memos, and reports; maintaining files; answering, logging, and routing telephone calls; greeting visitors; and stamping and distributing mail. We believe the Secretary class series more accurately describes these duties.

Management's Response: Concur. Effective 10/01/95.

Position Number 195 is Inappropriately Classified

Position Number 195, currently classified as an Administrative Technician II (1502-11), would be more appropriately classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0133-07), and Administrative Secretary (0138-09)]. The majority of this incumbent's time is spent typing letters, memos, and reports; duplicating and distributing correspondence; answering and routing telephone calls; requisitioning supplies; and filing. Since these duties are secretarial in nature, this position should be classified within the Secretary class series.

Management's Response: Concur. Effective 10/01/95.

Position Number 200 is Inappropriately Classified

We believe Position Number 200, currently classified as an Administrative Technician II (1502-11), would be more appropriately classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. The incumbent's duties include typing various documents, entering data, copying documents, distributing mail, maintaining files, and answering telephones. We believe these duties are secretarial in nature and therefore, should be classified within the Secretary class series.

Management's Response: Concur. Effective 10/01/95.

Position Number 741 is Inappropriately Classified

Position Number 741, currently classified as an Administrative Technician II (1502-11), should be classified as an Inspector II (4142-11). The incumbent functions as the Water District Inspector and is responsible for inspecting water plants, waste plants, and lift stations. We believe the occupationally-specific Inspector II class describes the duties being performed.

Management's Response: Nonconcurrency. This incumbent functions as an Environmental Quality Specialist. This position performs technical environmental inspection work in the field of on-site sewage facilities. This incumbent's job functions indicate a reclassification to the Environmental Quality Specialist series. Effective date: 03/15/96.

State Classification Office Response: Based on additional information provided by TNRCC, the State Classification Office concurs with TNRCC that a class within the Environmental Quality Specialist series [Environmental Quality Specialist I (4060-11), Environmental Quality Specialist II (4061-13), Environmental Quality Specialist III (4062-15), Environmental Quality Specialist IV (4063-17), Environmental Quality Specialist V (4064-19), and Environmental Quality Specialist VI (4065-21)] is more appropriate for the duties being performed by this position. However, the reclassification should have an effective date of 10/01/95. While it has been provided that the suggested 03/15/96 effective date is due to ensure the incumbent meets the minimum qualifications of the Environmental Quality Specialist class series, we believe that if an employee is actually performing the duties and responsibilities of a position, he or she should be classified and compensated accordingly. Rather than continue to misclassify this position for an extended period of time, the Commission should review its minimum qualifications to determine if they are truly necessary to the performance of the duties of the position.

Position Number 213 is Inappropriately Classified

Position Number 213, currently classified as an Administrative Technician II (1502-11), would be more appropriately classified within the Secretary class series

[Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. This incumbent greets and directs visitors; answers and routes telephone calls; types and tracks correspondence; schedules appointments and conference rooms; receives, sorts, and distributes mail; faxes and photocopied documents; and maintains files. Thus, the position should be classified within the Secretary class series.

Management's Response: Concur. Effective 10/01/95.

Position Number 219 is Inappropriately Classified

We believe Position Number 219, currently classified as an Administrative Technician II (1502-11), should be classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. This position is responsible for answering the telephone, typing various documents, distributing mail, entering data on TRACS, maintaining files, timekeeping, and ordering supplies. The Secretary class series best reflects the duties of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 228 is Inappropriately Classified

Position Number 228, currently classified as an Administrative Technician II (1502-11) would be more appropriately classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. This incumbent types, edits, and reviews correspondence, forms, and reports; answers and routes telephone calls; and maintains time records for the section. These duties are secretarial in nature, and as such, we believe the position should be classified within the Secretary class series.

Management's Response: Concur. Effective 10/01/95.

Position Number 239 is Inappropriately Classified

Position Number 239, currently classified as an Administrative Technician II (1502-11), would be more appropriately classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. This position is responsible for typing, editing, copying, and mailing correspondence; answering and routing telephone calls; sorting and distributing mail; and performing other secretarial support functions. Thus, this position should be classified within the Secretary class series.

Management's Response: Concur. Effective 10/01/95.

Position Number 244 is Inappropriately Classified

We believe Position Number 244, currently classified as an Administrative Technician II (1502-11), should be classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. This incumbent types and proofreads correspondence, forms, requisitions, and other documents; answers and routes telephone calls; maintains files; distributes mail; orders supplies; copies and faxes documents; and coordinates meetings and travel arrangements. Since these duties are secretarial in nature, the Secretary class series is appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 252 is Inappropriately Classified

Position Number 252, currently classified as an Administrative Technician II (1502-11), should be classified as a Purchaser I (1954-12). This position serves as the Purchaser for the Permitting/Operating Permits program. The incumbent spends the majority of time processing purchases, which includes researching purchase availability and prices and obtaining quotes from vendors. In addition, the incumbent maintains purchasing reference books and purchasing records and verifies and tracks delivery dates on purchases. We feel the occupationally-specific Purchaser I class more accurately reflects the majority of duties being performed.

Management's Response: Concur. Effective 10/01/95.

Position Number 279 is Inappropriately Classified

We believe Position Number 279, currently classified as an Administrative Technician II (1502-11), would be more appropriately classified as a Purchaser I (1954-12). The incumbent researches purchase availability through vendors, monitors expenditures and encumbrances, processes procurement forms, and consults with staff to determine the best purchases for their needs. Since the incumbent spends the majority of time performing purchasing-related work, the occupationally-specific Purchaser I class is more appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 286 is Inappropriately Classified

We believe Position Number 286, currently classified as an Administrative Technician III (1503-13), would be more appropriately classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. This position is responsible for answering the telephone for the Office of Public Interest Counsel. In addition, the incumbent provides assistance in finalizing and mailing legal documents, makes travel

arrangements, distributes mail, coordinates hearings and meetings, and purchases supplies. The Secretary class series is more appropriate for the work being performed by this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 297 is Inappropriately Classified

Position Number 297, currently classified as an Administrative Technician III (1503-13), should be classified within the Auditor class series [Auditor I (1088-12), Auditor II (1089-14), Auditor III (1090-16), Auditor IV (1084-18), and Auditor V (1085-20)]. This position functions as a Purchase Voucher Auditor. The incumbent is mainly responsible for reviewing and auditing procurement forms and reimbursement requests; and matching and verifying invoices, procurement forms, purchase orders, and processes for payment. The incumbent also verifies payment vouchers and ensures the prompt processing of payments and accurate distribution of purchasing documentation and pay warrants. We believe the occupationally-specific Auditor series best describes the work being performed.

Management's Response: Concur. Effective 10/01/95.

Position Number 300 is Inappropriately Classified

We believe Position Number 300, currently classified as an Administrative Technician III (1503-13), should be classified within the Auditor class series [Auditor I (1088-12), Auditor II (1089-14), Auditor III (1090-16), Auditor IV (1084-18), and Auditor V (1085-20)]. The incumbent conducts audits to detect erroneous or questionable transactions, prepares audit reports, and assists in reviewing and evaluating accounting and internal control systems for audits. Since the incumbent spends the majority of time auditing waste tire recycling facilities, we feel the occupationally-specific Auditor class series is more appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 182 is Inappropriately Classified

Position Number 182, currently classified as an Administrative Technician III (1503-11), would be more appropriately classified as a Legal Secretary II (0146-11). This position spends the majority of time preparing legal documents and correspondence and scheduling and coordinating meetings. The incumbent also serves as agenda coordinator, answers telephone calls, routes open records requests, and coordinates travel arrangements. The Legal Secretary II class best reflects the duties of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 361 is Inappropriately Classified

Position Number 361, currently classified as an Administrative Technician III (1503-13), should be classified within the Purchaser class series [Purchaser I (1954-12), Purchaser II (1955-14), Purchaser III (1956-16), and Purchaser IV (1957-18)]. Duties of this position include processing procurement forms; researching vendors for purchases; tracking purchases and inventory; researching, coordinating, and processing employment outsourcing contracts; and ordering supplies. These duties are more appropriately described by the Purchaser class series.

Management's Response: Concur. Effective 10/01/95.

Position Number 375 is Inappropriately Classified

We believe Position Number 375, currently classified as an Administrative Technician III (1503-13), should be classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. This position spends the majority of time typing, proofing, and mailing letters. The incumbent also processes faxes. Since the majority of duties performed are secretarial in nature, the Secretary class series is more appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 408 is Inappropriately Classified

We believe Position Number 408, currently classified as a Administrative Technician IV (1504-15) should be classified within the Systems Support Specialist class series [Systems Support Specialist I (0255-10), Systems Support Specialist II (0257-12), Systems Support Specialist III (0259-14), and Systems Support Specialist IV (0254-16)]. The incumbent's primary responsibility is providing Unix system support work. The incumbent coordinates Unix users' trouble calls, installs software, maintains user information in Unix systems, troubleshoots clients' Unix problems, and documents and evaluates Unix training procedures and materials. The occupationally-specific Systems Support Specialist series more appropriately describes the duties being performed.

Management's Response: Concur. Effective 10/01/95.

Position Number 416 is Inappropriately Classified

Position Number 416, currently classified as an Administrative Technician IV (1504-15), would be more appropriately classified within the Secretary class series [Secretary I (0131-05), Secretary II (0133-06), Secretary III (0135-07), and Administrative Secretary (0138-09)]. This position spends the majority of time performing secretarial duties, which include word processing, making appointments,

making travel arrangements, copying, faxing, processing mail, filing, timekeeping, and ordering supplies. We feel the Secretary class series best describes the majority of duties being performed by this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 446 is Inappropriately Classified

Position Number 446, currently classified as an Administrative Technician IV (1504-15), should be classified as a Data Base Administrator I (0277-16). The incumbent assists in developing data bases, maintains data base access, and ensures proper control of the data bases. The incumbent is responsible for the management of a local area network and the data entry of information and determines and implements data base search strategies. Additional duties include coordinating the use of data to ensure data integrity and control redundancy, evaluating users' requests for new data elements and systems, and monitoring data base performance and recommending efficiency improvements. We believe the occupationally-specific Data Base Administrator I class more closely corresponds to the responsibilities of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 448 is Inappropriately Classified

We believe Position Number 448, currently classified as an Executive Assistant I (1506-17), would be more appropriately classified as an Administrative Technician IV (1504-15). This position does not provide technical and administrative assistance to an agency executive. Instead, the incumbent coordinates seminars, workshops, and round table discussions; develops new contacts for the division mailing list; and serves as Regional Office Coordinator for the Small Business Advocate's Office. Additional duties include coordinating the submission of articles to business journals, coordinating the distribution of new materials, conducting customer service surveys, preparing special reports, and maintaining a small business assistance guide. We believe this position should be classified in the more general Administrative Technician IV class.

Management's Response: Concur. Effective 10/01/95.

Position Number 450 is Inappropriately Classified

Position Number 450, currently classified as an Executive Assistant I (1506-17), should be classified as an Administrative Technician IV (1504-15). The incumbent spends the majority of time stamping, logging, and tracking incoming mail and updating and entering responses. The incumbent also functions as the Administrative Services Coordinator for the Executive Office. We feel the Administrative Technician IV class best describes the majority of work being performed.

Management's Response: Concur. Effective 10/01/95.

Position Number 451 is Inappropriately Classified

We believe Position Number 451, currently classified as an Executive Assistant I (1506-17), should be classified as a Program Specialist I (5512-18). This position does not provide technical and administrative assistance to an agency executive, but is primarily responsible for planning, organizing, and coordinating program operations. The incumbent plans and organizes the Governor's Awards for Environmental Excellence; coordinates Texas River and Lake Cleanups; and prepares correspondence, memoranda, and reports related to the program. We feel the Program Specialist I class is more appropriate for the duties this position performs.

Management's Response: Concur. Effective 10/01/95.

Position Number 455 is Inappropriately Classified

Position Number 455, currently classified as an Executive Assistant I (1506-17), would be more appropriately classified as a Program Administrator I (1563-17). This position does not provide technical and administrative assistance to an agency executive. Instead, this position is responsible for providing administrative and supervisory work managing the industrial and hazardous waste permits program. The Program Administrator I class more closely corresponds to the responsibilities of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 456 is Inappropriately Classified

We believe Position Number 456, Executive Assistant I (1506-17), should be classified as an Administrative Technician IV (1504-15). The incumbent does not provide technical and administrative assistance to an agency executive. Instead, the incumbent spends the majority of time overseeing and performing invoice preparation and analysis for cost documentation and resolving non-routine problems relating to invoice and cooperative agreements. We believe this position would be more appropriately classified in the more general Administrative Technician IV class.

Management's Response: Concur. Effective 10/01/95.

Position Number 459 is Inappropriately Classified

Position Number 459, currently classified as an Executive Assistant I (1506-17), should be classified as a Budget Analyst II (1156-17). This position does not provide technical and administrative assistance to an agency executive, but functions as a Budget Liaison. The incumbent coordinates and assists in the preparation of the operating budget and Legislative Appropriations Requests; collects and analyzes data and information and prepares special reports; coordinates the processing of personnel forms, travel vouchers, and procurement forms; and reviews expenditures to ensure budget limits are not exceeded. The incumbent also reviews federal grant applications, work plans, budgets, and contracts; prepares budget briefs; and responds

to budgetary inquires from the Legislature, Governor's Office, and state and federal agencies. Thus, the Budget Analyst II class more accurately describes this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 460 is Inappropriately Classified

We believe Position Number 460, currently classified as an Executive Assistant I (1506-17), would be more appropriately classified as a Budget Analyst II (1156-17). This position does not provide technical and administrative assistance to an agency executive, but functions as a Budget Liaison. The incumbent's duties include analyzing and preparing the annual budget and Legislative Appropriations Requests; assisting in the development and management of grants; assisting in the preparation, analysis, and interpretation of operating budgets; maintaining a budget tracking system; preparing Legislative Appropriations Request performance measures; monitoring the budget; and providing budget information. The Budget Analyst II class best reflects the duties of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 465 is Inappropriately Classified

Position Number 465, currently classified as an Executive Assistant II (1507-19), should be classified as a Program Administrator III (1565-19). The incumbent is primarily responsible for managing the Galveston Bay program office and overseeing program grant administration and reporting. In addition, the incumbent oversees program contracting and procurement, and monitors program expenditures. Because this position is responsible for a program area, we believe the Program Administrator III class is most appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 467 is Inappropriately Classified

We believe Position Number 467, currently classified as a Staff Services Officer I (1550-16), should be classified as an Administrative Technician IV (1504-15). The Administrative Technician IV class more appropriately describes the administrative support functions the incumbent performs.

Management's Response: Concur. Effective 10/01/95.

Position Number 471 is Inappropriately Classified

Position Number 471, currently classified as a Staff Services Officer I (1550-16), would be more appropriately classified as an Executive Assistant I (1506-17). This position is responsible for performing administrative duties; monitoring, reporting, and analyzing budgets and work plans; assisting the division director; conducting product research; and assisting in creating policies. In addition, the incumbent

supervises an Administrative Technician position. Thus, we believe the position should be classified as an Executive Assistant I.

Management's Response: Concur. Effective 10/01/95.

Position Number 749 is Inappropriately Classified

We believe Position Number 749, currently classified as a Staff Services Officer I (1550-16), should be classified as an Administrative Technician IV (1504-15). This incumbent supervises administrative employees in the employee timekeeping area, functions as the time and attendance liaison between units, and maintains and updates tables. Since these functions are administrative in nature, the position would be more appropriately classified as an Administrative Technician IV.

Management's Response: Concur. Effective 10/01/95.

Position Number 473 is Inappropriately Classified

Position Number 473, currently classified as a Staff Services Officer I (1550-16), would be more appropriately classified as a Purchaser III (1956-16). This position gathers and researches information on products and/or services to be purchased and develops product specifications and contracts. Thus, this position should be classified as a Purchaser III.

Management's Response: Concur. Effective 10/01/95.

Position Number 474 is Inappropriately Classified

We believe Position Number 474, currently classified as a Staff Services Officer I (1550-16), should be classified as an Executive Assistant I (1506-17). This incumbent is responsible for preparing budgets; tracking expenditures; supervising administrative staff; assisting the division director; interpreting policies and procedures; and planning, drafting, editing, and supervising the preparation of reports. Thus, we believe the Executive Assistant I class is appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 475 is Inappropriately Classified

Position Number 475, currently classified as a Staff Services Officer I (1550-16), should be classified as a Librarian III (7403-15). This position answers library reference questions, shelves periodicals, maintains the library on-line periodical and circulation systems, mails overdue notices, and performs related library functions. The Librarian III class more appropriately describes the duties of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 476 is Inappropriately Classified

We believe Position Number 476, currently classified as a Staff Services Officer I (1550-16), would be more appropriately classified as an Administrative Technician IV (1504-15). This incumbent functions as the file room supervisor and maintains facility file series, ensures adequate file accessibility, analyzes and solves work problems, and coordinates transfers and the retrieval of data. The Administrative Technician IV class is appropriate for these duties.

Management's Response: Concur. Effective 10/01/95.

Position Number 477 is Inappropriately Classified

Position Number 477, currently classified as a Staff Services Officer I (1550-16), should be classified as an Administrative Technician IV (1504-15). This position inventories and orders laboratory supplies, tracks expenditures, and performs Administrative Services Coordinator duties. Thus, we believe the Administrative Technician IV class more appropriately describes the functions of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 478 is Inappropriately Classified

Position Number 478, currently classified as a Staff Services Officer I (1550-16), should be classified as a Program Specialist I (5512-18). This position coordinates the implementation of grants relating to the Texas Watch Program, recruits volunteers and support for the program, provides consultative and technical services, analyzes program data and prepares reports of findings, develops program plans, writes grant proposals, and educates the public and others on the program. We believe these duties are more indicative of the Program Specialist I class.

Management's Response: Concur. Effective 10/01/95.

Position Number 479 is Inappropriately Classified

We believe Position Number 479, currently classified as a Staff Services Officer I (1550-16), would be more appropriately classified as a Program Specialist I (5512-18). This incumbent is responsible for responding to public inquiries regarding the Texas Watch Program; developing, distributing, and maintaining outreach material; editing the program newsletter; maintaining the program calendar and summary of events; planning program and administrative activities; and participating in outreach presentations and special events. The Program Specialist I class more accurately describes these duties.

Management's Response: Concur. Effective 10/01/95.

Position Number 480 is Inappropriately Classified

Position Number 480, currently classified as a Staff Services Officer I (1550-16), should be classified as an Administrative Technician IV (1504-15). This position supervises administrative staff, provides technical assistance to engineers, and analyzes and enters emissions inventory data. Since this incumbent is performing technical administrative functions, the Administrative Technician IV class is appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 481 is Inappropriately Classified

Position Number 481, currently classified as a Staff Services Officer I (1550-16), would be more appropriately classified as an Administrative Technician IV (1504-15). This incumbent supervises administrative support staff; interprets and implements policies and procedures; and plans, initiates, and implements computer data bases for record keeping purposes. We believe the Administrative Technician IV class more appropriately describes these duties.

Management's Response: Concur. Effective 10/01/95.

Position Number 482 is Inappropriately Classified

We believe Position Number 482, currently classified as a Staff Services Officer I (1550-16), should be classified as an Administrative Technician IV (1504-15). This position is responsible for planning, organizing, and supervising the work of word processing staff; ensuring the quality control of operations; maintaining current chapters, proposals, and adoptions of air regulations on the Commission computer system; and organizing and directing special projects. The Administrative Technician IV class is appropriate for these functions.

Management's Response: Concur. Effective 10/01/95.

Position Number 483 is Inappropriately Classified

Position Number 483, currently classified as a Staff Services Officer I (1550-16), would be more appropriately classified as a Purchaser III (1956-16). This position serves as the primary Purchaser for the Monitoring Operations Division. The incumbent performs purchasing and administrative duties associated with the acquisition of supplies, equipment, and services. The duties of this position include processing procurement forms, preparing correspondence and purchase orders, and providing technical assistance to vendors and agency personnel. We feel the occupationally-specific Purchaser III class more accurately describes the duties being performed.

Management's Response: Concur. Effective 10/01/95.

Position Number 484 is Inappropriately Classified

Position Number 484, currently classified as a Staff Services Officer I (1550-16), would be more appropriately classified as an Administrative Technician IV (1504-15). This employee plans, organizes, and supervises the work of administrative support staff; provides administrative support to the division director; functions as the division Administrative Services Coordinator; and interprets policies and procedures. The Administrative Technician IV class best describes these duties.

Management's Response: Nonconurrence. The incumbent is currently classified as a Staff Services Officer I (1550-16), and should be classified as an Executive Assistant I (1506-17). This incumbent is responsible for performing administrative duties, monitoring, reporting, and analyzing the budget as it pertains to Human Resources activities, supervising administrative staff, assisting the division director, interpreting policies and procedures, and planning, drafting, editing, and supervising the preparation of reports. Thus, the Executive Assistant I class is appropriate.

State Classification Office Response: Based on additional information provided by TNRCC on Position Number 484, the State Classification Office concurs with TNRCC that the Executive Assistant I (1506-17) class is more appropriate for the duties being performed by this position.

Position Number 485 is Inappropriately Classified

We believe Position Number 485, currently classified as a Staff Services Officer I (1550-16), should be classified as an Administrative Technician IV (1504-15). This position provides administrative assistance to the division director, prepares periodic and special reports, performs and/or coordinates the performance of Administrative Services Coordinator functions, and interprets policies and procedures. Thus, we believe the Administrative Technician IV class is appropriate.

Management's Response: Nonconurrence. The incumbent is currently classified as a Staff Services Officer I (1550-16), and should be classified as an Executive Assistant I (1506-17). This position is responsible for performing administrative duties, assisting in preparing the budget for the division, assisting the division director, researching and interpreting policies and procedures, and plans, coordinates, and prepares reports. Thus this position should be classified as an Executive Assistant I.

State Classification Office Response: Based on additional information provided by TNRCC on Position Number 485, the State Classification Office concurs with TNRCC that the Executive Assistant I (1506-17) class is more appropriate for the duties being performed by this position.

Position Number 486 is Inappropriately Classified

Position Number 486, currently classified as a Staff Services Officer I (1550-16), would be more appropriately classified as an Administrative Technician IV (1504-15).

The responsibilities of this position include researching and verifying program account information, providing information on fee rules and regulations, preparing reports and correspondence concerning fee information, and maintaining related documentation. The Administrative Technician IV class is appropriate for this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 487 is Inappropriately Classified

We believe Position Number 487, currently classified as a Staff Services Officer I (1550-16), should be classified as an Administrative Technician IV (1504-15). This incumbent supervises data entry and administrative support staff, prepares reports, participates in the design and development of Information Management Systems, ensures data entry quality assurance, provides customer service, and develops customer service audits and surveys. We believe the Administrative Technician IV class more accurately describes the duties of this position.

Management's Response: Concur. Effective 10/01/95.

Position Numbers 488 and 489 are Inappropriately Classified

Position Numbers 488 and 489, currently classified as Staff Services Officer I's (1550-16), should be classified as Administrative Technician IV's (1504-15). These positions research and verify program account information, provide information on fee rules and regulations, prepare reports and correspondence concerning fee information, and maintain related documentation. We believe the Administrative Technician IV class is more appropriate for these duties.

Management's Response: Concur. Effective 10/01/95.

Position Number 490 is Inappropriately Classified

We believe Position Number 490, currently classified as a Staff Services Officer I (1550-16), would be more appropriately classified as an Administrative Technician IV (1504-15). This incumbent is responsible for providing administrative support functions and planning, coordinating, and directing the administrative operations of the division; performing Administrative Services Coordinator functions; and functioning as the division agenda coordinator. The Administrative Technician IV class more appropriately describes these duties.

Management's Response: Nonconcurrency. The incumbent is currently classified as a Staff Services Officer I (1550-16), and should be classified as an Executive Assistant I (1506-17). This position plans, directs, coordinates, and supervises the administrative operation of the division including the hiring, training, and supervising of the support staff. Researches and coordinates special projects and assignments for the division. Performs ASC duties that includes managing and ensuring financial, human resources, and support services issues for the division that

includes maintaining and tracking the budget for the division, reviewing, and signing off on procurement forms, interpreting policies and procedures, and functioning as the division's agenda coordinator. Thus, this position should be classified as an Executive Assistant I.

State Classification Office Response: Based on additional information provided by TNRCC on Position Number 490, the State Classification Office concurs with TNRCC that the Executive Assistant I (1506-17) class is more appropriate for the duties being performed by this position.

Position Number 491 is Inappropriately Classified

Position Number 491, currently classified as a Staff Services Officer I (1550-16), should be classified as an Executive Assistant I (1506-17). The functions of this position include providing administrative assistance to the program's Deputy Executive Director, Executive Director, and Commissioners; functioning as the Legislative Management System contact; maintaining schedules for the Deputy Director and Executive Assistant; scheduling meetings; coordinating meeting agenda items; researching policies and procedures; advising the Deputy Director and Executive Assistant of administrative matters; and performing other administrative support functions. Thus, we believe the Executive Assistant I class is appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 492 is Inappropriately Classified

We believe Position Number 492, currently classified as a Staff Services Officer I (1550-16), would be more appropriately classified as an Executive Assistant I (1506-17). This incumbent assembles and coordinates the division budget, keeps the division director apprised of the division schedule and agenda items, ensures correspondence meets Commission style directives, tracks projects, and performs various administrative support functions. The Executive Assistant I class is appropriate for this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 493 is Inappropriately Classified

Position Number 493, currently classified as a Staff Services Officer I (1550-16), should be classified as an Executive Assistant I (1506-17). This position plans, coordinates, and directs the administrative operations of the division; reviews and signs off on procurement forms; interprets policies and procedures; maintains and tracks the division's budget, contracts, and grants; tracks legislation; and functions as the division agenda coordinator. We believe these duties are best described by the Executive Assistant I class.

Management's Response: Concur. Effective 10/01/95.

Position Number 494 is Inappropriately Classified

We believe Position Number 494, currently classified as a Staff Services Officer II (1551-18), would be more appropriately classified as a Program Administrator II (1564-18). This position spends the majority of time supervising and managing team members to ensure duties are performed in accordance with rules and policies, ensuring staff has proper training and knowledge of rules, and monitoring and implementing changes to procedures to ensure the efficient handling of permits and/or orders. The incumbent also handles technical program activities, which include researching and providing information on notices, permits, and pending applications. We feel the Program Administrator II class best describes the majority of duties being performed.

Management's Response: Concur. Effective 10/01/95.

Position Number 495 is Inappropriately Classified

Position Number 495, currently classified as a Staff Services Officer II (1551-18), should be classified as a Program Specialist I (5512-18). This position functions as a Program Evaluator and spends the majority of time providing technical assistance on various programs. The incumbent's duties include conducting research in support of evaluations or studies; developing recommendations to enhance efficiency, effectiveness, and improved customer service; designing programs to implement evaluation recommendations; and preparing technical and evaluative reports. 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. Effective 10/01/95.

Position Number 496 is Inappropriately Classified

We believe Position Number 496, currently classified as a Staff Services Officer II (1551-18), should be classified as a Program Administrator II (1564-18). The incumbent is responsible for managing and directing the property management and supply section. The incumbent is also responsible for property inventory and maintenance of the property management data base. Because this position is responsible for a program area, the Program Administrator II class is most appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 498 is Inappropriately Classified

Position Number 498, currently classified as a Staff Services Officer II (1551-18), would be more appropriately classified as a Program Administrator II (1564-18). The incumbent is responsible for directing and managing library services activities. The incumbent's duties include developing the library collection, developing and implementing the inter-agency automated library system, classifying and cataloging

materials, and developing and coordinating program responses to inquiries and requests. Additional duties include assisting with budget preparation and establishing goals, objectives, policies, and priorities for the section. The Program Administrator II class best describes the overall duties of this position.

Management's Response: Concur. Effective 10/01/95. The TNRCC concurs with the position being classified in the Program Administrator series however, we feel that Program Administrator III is more appropriate.

State Classification Office Response: The State Classification Office believes that agencies are in the best position to determine the appropriate level for a position within the appropriate class series. Thus, we concur that the Program Administrator III class is appropriate.

Position Number 499 is Inappropriately Classified

We believe Position Number 499, currently classified as a Staff Services Officer II (1551-18), would be more appropriately classified as an Investigator IV (3646-18). The incumbent functions as a Special Investigator. This position conducts criminal investigations, conducts witness interviews, prepares investigative reports and catalogues evidence, prepares search warrants, and secures evidence during the execution of search warrants. We feel the occupationally-specific Investigator IV class more accurately describes this position.

Management's Response: Nonconcurrency. This incumbent functions as a Special Investigator focusing on environmental criminal complaints and environmental investigations. This position performs environmental investigative technical work in the fields of air, water or waste pollution. This incumbent's job functions indicate a reclassification to the Environmental Quality Specialist series as an Environmental Investigator.

State Classification Office Response: While this incumbent's responsibilities relate to the fields of air, water, or waste pollution, his/her work does not directly involve responsibility for the detection, analysis, and elimination and control of radiological, biological, chemical, and physical hazards, which is indicative of the Environmental Quality Control Specialist class series. Rather, the employee is responsible for conducting criminal investigations in the environmental area. Thus, we still believe the position is best described by the Investigator IV class and should be classified accordingly.

Position Number 500 is Inappropriately Classified

Position Number 500, currently classified as a Staff Services Officer II (1551-18), should be classified as a Program Administrator II (1564-18). The incumbent oversees, reviews, and ensures administrative functions are processed in accordance with program, divisional, and agency policy and procedures. The incumbent prepares

and manages program operating and grant budget activities and interprets and implements administrative policies and procedures. For these reasons, the Program Administrator II class would be appropriate.

Management's Response: Concur. Effective 10/01/95. The TNRCC concurs with the position being classified in the Program Administrator series however, we feel that Program Administrator III is more appropriate.

State Classification Office Response: The State Classification Office believes that agencies are in the best position to determine the appropriate level for a position within the appropriate class series. Thus, we concur that the Program Administrator III class is appropriate.

Position Number 501 is Inappropriately Classified

We believe Position Number 501, currently classified as a Staff Services Officer II (1551-18), would be more appropriately classified as a Program Administrator II (1564-18). This position directs and supervises staff, analyzes procedures, and manages the recruitment of staff. The incumbent plans, directs, and coordinates administrative services; and designs, interprets, and implements policies and procedures for program budget development, analysis, and control. Since the duties are program related, the position should be classified as a Program Administrator II.

Management's Response: Concur. Effective 10/01/95. The TNRCC concurs with the position being classified in the Program Administrator series however, we feel that Program Administrator III is more appropriate.

State Classification Office Response: The State Classification Office believes that agencies are in the best position to determine the appropriate level for a position within the appropriate class series. Thus, we concur that the Program Administrator III class is appropriate.

Position Number 502 is Inappropriately Classified

Position Number 502, currently classified as a Staff Services Officer II (1551-18), would be more appropriately classified as a Program Specialist I (5512-18). The incumbent is primarily responsible for providing technical services regarding air education programs. The incumbent researches air education materials, develops air education guides, organizes air information for teaching courses, and attends environmental education and air monitoring operations meetings. Since the position provides technical services in a program area, we feel the Program Specialist I class should be used for this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 503 is Inappropriately Classified

We believe Position Number 503, currently classified as a Staff Services Officer II (1551-18), should be classified as a Program Administrator II (1564-18). This position is responsible for simplifying and maintaining the division budget and purchasing procedures, conducting special program assignments, and preparing and editing program activity reports. The Program Administrator II class best describes the duties being performed by this position.

Management's Response: Concur. Effective 10/01/95. The TNRCC concurs with the position being classified in the Program Administrator series however, we feel that Program Administrator III is more appropriate.

State Classification Office Response: The State Classification Office believes that agencies are in the best position to determine the appropriate level for a position within the appropriate class series. Thus, we concur that the Program Administrator III class is appropriate.

Position Number 504 is Inappropriately Classified

Position Number 504, currently classified as a Staff Services Officer II (1551-18), should be classified as a Program Specialist I (5512-18). The incumbent's duties include assisting in planning, coordinating, and organizing technical research projects and conducting training workshops and presentations. The incumbent provides administrative support for proposals and reports, develops and maintains project tracking and budget control material, and prepares educational and public information regarding air samples and analysis. The technical services program work the incumbent provides corresponds more closely with the Program Specialist I class.

Management's Response: Concur. Effective 10/01/95.

Position Number 505 is Inappropriately Classified

We believe Position Number 505, currently classified as a Staff Services Officer II (1551-18), would be more appropriately classified as Program Administrator II (1564-18). The incumbent is responsible for managing, directing, and coordinating several office services. Additional duties include analyzing and solving work problems and detecting a need for change and improvement; preparing reports; developing division budgets, policies, and regulations; conducting research projects; and assisting in developing programs and adjusting program procedures to comply with changes. Thus, we believe the Program Administrator II class is most appropriate.

Management's Response: Concur. Effective 10/01/95. The TNRCC concurs with the position being classified in the Program Administrator series however, we feel that Program Administrator III is more appropriate.

State Classification Office Response: The State Classification Office believes that agencies are in the best position to determine the appropriate level for a position within the appropriate class series. Thus, we concur that the Program Administrator III class is appropriate.

Position Number 506 is Inappropriately Classified

Position Number 506, currently classified as a Staff Services Officer III (1552-19), would be more appropriately classified as a Program Administrator III (1565-19). This position manages the Final Documents Team of the Chief Clerk's Office, supervising staff and ensuring final documents from weekly Commission agendas are issued on a timely basis. The incumbent also functions as office manager for the division, coordinates special projects, attends meetings between program areas, functions as Administrative Services Coordinator, and functions as a training liaison. Thus, we believe the Program Administrator III class is appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 507 is Inappropriately Classified

We believe Position Number 507, currently classified as a Staff Services Officer III (1552-19), should be classified as a Program Specialist II (5513-19). The functions of this position include researching adopted and proposed environmental policies, regulations, and procedures to determine their impact on small businesses and suggesting modifications or alternatives as appropriate; coordinating and supporting the activities and development of Small Business Advisory Committees; and providing technical and consultative assistance to individual businesses, small business groups, and industry associations. The Program Specialist II class more accurately describes these functions.

Management's Response: Concur. Effective 10/01/95.

Position Number 508 is Inappropriately Classified

Position Number 508, currently classified as a Staff Services Officer III (1552-19), would be more appropriately classified as a Program Specialist II (5513-19). This incumbent coordinates program outreach efforts, including writing and publishing newsletters and newspaper columns; coordinates and supports the activities and development of Small Business Advisory Committees; researches and develops policies and procedures; and develops program area budgets. Thus, we believe the Program Specialist II class is appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 509 is Inappropriately Classified

Position Number 509, currently classified as a Staff Services Officer III (1552-19), should be classified as an Executive Assistant II (1507-19). This position provides

administrative support to the Executive Director, maintains the Executive Director's calendar and appointments, supervises administrative staff, provides customer service to the public, employees, and legislative staff, and keeps the Executive Director apprised of administrative issues. We believe the Executive Assistant II class accurately describes these duties.

Management's Response: Concur. Effective 10/01/95.

Position Number 510 is Inappropriately Classified

We believe Position Number 510, currently classified as a Staff Services Officer III (1552-19), would be more appropriately classified as a Program Specialist II (5513-19). The responsibilities of this position include providing technical and consultative assistance to small businesses; researching, developing, and preparing industry-specific compliance materials; and conducting presentations for small businesses on program responsibilities, policies, procedures, and requirements. The Program Specialist II class more appropriately describes these duties.

Management's Response: Concur. Effective 10/01/95.

Position Number 750 is Inappropriately Classified

Position Number 750, currently classified as a Staff Services Officer III (1552-19), should be classified as a Chief Accountant II (1165-19). This position spends the majority of time managing grant accounting and supervising accounting staff; preparing billing spreadsheets; processing federal reporting requirements, accounting entries, and internal reports; and participating in system development special projects. Thus, we believe the Chief Accountant II class is appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 511 is Inappropriately Classified

We believe Position Number 511, currently classified as a Staff Services Officer III (1552-19), would be more appropriately classified as a Purchaser IV (1957-18). This incumbent reviews purchase specifications, prepares and mails out Invitations for Bid, prepares and issues purchase orders, responds to requests for purchasing information, conducts bid openings, and reviews bids. We believe the occupationally-specific Purchaser IV class is more appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 512 is Inappropriately Classified

Position Number 512, currently classified as a Staff Services Officer III (1552-19), should be classified as a Safety Manager I (2752-19). The duties of this position include assisting in the administration of the Commission's safety program; managing the Commission's Workers' Compensation Program; conducting safety training;

ensuring on-the-job injuries are properly reported, investigated, and analyzed; and tracking injuries obtained in the work place. We believe a more occupationally-specific class should be used when available, and as such, the Safety Manager I class should be used.

Management's Response: Concur. Effective 10/01/95.

Position Number 514 is Inappropriately Classified

Position Number 514, currently classified as a Staff Services Officer III (1552-19), would be more appropriately classified as an Executive Assistant II (1507-19). This position spends the majority of time providing technical and administrative assistance to the division director; conducting, coordinating, and supervising special projects relating to technical issues, legislative issues, administrative operations, budgets, human resources, and related areas; and coordinating the negotiation and reporting of federal grant requirements for the division. The Executive Assistant II class more accurately describes these duties.

Management's Response: Concur. Effective 10/01/95.

Position Number 515 is Inappropriately Classified

We believe Position Number 515, currently classified as a Staff Services Officer III (1552-19), should be classified as a Program Specialist II (5513-19). This incumbent functions as a grant specialist, coordinating and managing grant negotiations and supervising the documentation of agreements reached during negotiations; coordinating federal grant report submissions; resolving problems related to federal grant commitments; coordinating the submission of grant applications; and reviewing, analyzing, and responding to the Environmental Protection Agency's reporting requirements. We believe the Program Specialist II class is appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 516 is Inappropriately Classified

Position Number 516, currently classified as a Staff Services Officer III (1552-19), should be classified as a Program Specialist II (5513-19). The duties of this position include coordinating, composing, and preparing correspondence in response to inquiries from members of the Legislature, elected officials, and citizens regarding the program area; assisting in legislative tracking, fiscal note preparation, and reports related to relevant legislation; functioning as a liaison for legislative and constituent responses and executive correspondence; and assisting in the development of responses, legislation, and programs in relation to air policy issues. The Program Specialist II class more appropriately describes these duties.

Management's Response: Concur. Effective 10/01/95.

Position Number 517 is Inappropriately Classified

We believe Position Number 517, currently classified as a Staff Services Officer III (1552-19), would be more appropriately classified as a Program Specialist II (5513-19). This position analyzes automated data systems and proposes solutions to problems, provides computer software and hardware support, analyzes new and amended rules relating to the Air Enforcement Program, and provides technical and administrative support for the program area. We believe the Program Specialist II class is appropriate for this position.

Management's Response: Concur. Effective 10/01/95. Concur with recommendation after discussing job with supervisor; originally felt that job was in the area of the Systems Analyst class because 55% of the functions involved providing analysis and proposing solutions to monitoring reporting automated data systems and providing hardware and software computer support. After discussion of job with supervisor, the job is mainly coordinating projects and serving a liaison for the division with the policy office including regulations development on fee programs to include strategic planning, etc.

Position Number 518 is Inappropriately Classified

Position Number 518, currently classified as a Staff Services Officer III (1552-19), should be classified as a Program Administrator III (1565-19). This incumbent functions as a program area team leader, audits emission/inspection fee documentation and payments, interprets emission/inspection fee rules and regulations, prepares special reports and correspondence regarding fee information, and coordinates the development and distribution of fee notifications. The Program Specialist II class accurately describes these duties.

Management's Response: Concur. Effective 10/01/95.

Position Number 519 is Inappropriately Classified

Position Number 519, currently classified as a Staff Services Officer III (1552-19), would be more appropriately classified as a Program Administrator III (1565-19). The responsibilities of this position include developing, monitoring, and evaluating the Employer Trip Reduction (ETR) program, responding to inquiries regarding ETR issues, and developing rules related to the program area. We believe the Program Administrator III class more appropriately describes the duties of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 520 is Inappropriately Classified

Position Number 520, currently classified as a Staff Services Officer IV (1553-20), would be more appropriately classified as a Director of Programs I (1557-20). This position coordinates budgetary and financial matters, information resources needs, support services activities, special projects, and management and program analysis

issues. We feel the Director of Programs I class more accurately describes the overall duties of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 497 is Inappropriately Classified

We believe Position Number 497, currently classified as a Staff Services Officer IV (1553-20), should be classified as a Director of Programs I (1557-20). The incumbent is responsible for planning, directing, and coordinating facilities management projects, the development of service contracts, and building, ground, and utility operations. This position also develops policies and procedures and prepares annual budgets. The Director of Programs I class more appropriately describes the majority of duties being performed by this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 523 is Inappropriately Classified

Position Number 523, currently classified as a Staff Services Officer IV (1553-20), would be more appropriately classified as a Director of Programs I (1557-20). This employee is responsible for managing and administering several related program areas within one functional area, rather than managing several distinct functional areas. Thus, we believe the Director of Programs I class more accurately describes the duties and responsibilities of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 524 is Inappropriately Classified

We believe Position Number 524, currently classified as a Staff Services Officer IV (1553-20), would be more appropriately classified as a Director of Programs I (1557-20). The incumbent coordinates, plans, reviews, and monitors the budgetary process and human resources activities. The incumbent also develops, edits, implements, and interprets policies and procedures, supervises and trains staff, and coordinates projects and reviews their progress. Since the incumbent is responsible for directing a program area, the Director of Programs I class is more appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 525 is Inappropriately Classified

Position Number 525, currently classified as a Staff Services Officer IV (1553-20), would be more appropriately classified as a Director of Programs I (1557-20). This position's duties include developing technical support programs and reviewing project expenditure data and cost recovery systems. The incumbent is also responsible for establishing policies, serving as Cooperative Agreement/Environmental Protection Agency liaison, and overseeing administrative

and managerial issues. We feel the Director of Programs I class best describes the duties of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 526 is Inappropriately Classified

We believe Position Number 526, currently classified as a Staff Services Officer IV (1553-20), should be classified as a Director of Programs I (1557-20). The incumbent spends the majority of time managing and controlling the Office of Water Resource Management's operating budget and federal grants that fund the division. Because this position is responsible for managing a program area, the Director of Programs I class is more appropriate.

Management's Response: Nonconurrence. This position is currently classified as a Staff Services Officer IV (1553-20), and should be classified as a Budget Analyst IV (1158-21). This position spends the majority of the time performing financial management functions for the division of the Office of Water Resource Management that includes managing and controlling the operating budget for division, developing and disseminating budget tracking databases, reviewing and disseminating financial reports, coordinating and controlling grants monies, coordinating and facilitating all budget amendments, and assisting the TNRCC in developing and streamlining the financial process. Thus, this position should be classified as a Budget Analyst IV.

State Classification Office Response: Based on additional information provided by TNRCC on Position Number 526, the State Classification Office concurs with TNRCC that the Budget Analyst IV (1158-21) class is more appropriate for the duties being performed by this position.

Position Number 527 is Inappropriately Classified

Position Number 527, currently classified as a Chief of Staff Services (1554-21), should be classified as a Budget Analyst IV (1158-21). This incumbent develops and provides assistance in the preparation of consolidated budget estimates for the division, prepares the consolidated budget and verifies it for accuracy, develops grant budgets, coordinates and finalizes Legislative Budget Requests and fiscal year budget reports, prepares financial, operational, and management reports, makes salary enhancement recommendations, and verifies and signs off on travel authorizations, travel vouchers, and procurement forms. The occupationally-specific Budget Analyst IV class best describes these duties.

Management's Response: Concur. Effective 10/01/95.

Position Number 528 is Inappropriately Classified

We believe Position Number 528, currently classified as a Chief of Staff Services (1554-21), would be more appropriately classified as a Director of Programs II (1559-21). This position manages the Pollution Prevention and Recycling program,

manages the development and implementation of program workshops, oversees the implementation of the Commission's pollution prevention strategy, manages the development of the section's publication and presentation materials, and oversees the administration of grants received. Thus, we believe the Director of Programs II class is appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 530 is Inappropriately Classified

Position Number 530, currently classified as a Chief of Staff Services (1554-21), would be more appropriately classified as a Director of Programs II (1559-21). This employee is responsible for directing and coordinating the work of section staff, developing and monitoring the section's budget, overseeing the management of the Print Management System, reporting on section operations, and developing and implementing section operating policies and procedures. The Director of Programs II class more appropriately describes these duties.

Management's Response: Concur. Effective 10/01/95.

Position Number 531 is Inappropriately Classified

Position Number 531, currently classified as a Chief of Staff Services (1554-21), should be classified as a Director of Programs II (1559-21). The responsibilities of this position include managing the Support Operations section to ensure central vehicles are properly maintained and available for use, agency mail is processed accurately and expeditiously, and agency customer needs are met, preparing and managing the section's budget, and participating in other management activities. We believe the Director of Programs II class more accurately describes the duties of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 532 is Inappropriately Classified

We believe Position Number 532, currently classified as a Chief of Staff Services (1554-21), would be more appropriately classified as a Director of Programs II (1559-21). This incumbent manages the Waste Management and Enterprise Services section. Specific functions include supervision of staff, program planning and development, goal setting, program monitoring and problem solving, and program reporting. Thus, the Director of Programs II class is appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 533 is Inappropriately Classified

Position Number 533, currently classified as a Chief of Staff Services (1554-21), should be classified as a Budget Analyst IV (1158-21). The incumbent spends the majority of time performing financial management functions for the division to include allocating approved budget resources, developing and disseminating budget tracking data bases, reviewing financial reports, and compiling and reporting financial statistics, conducting financial interface activities, developing and negotiating operating budgets, and coordinating the development and submittal of the division's Legislative Appropriations Request. We believe the occupationally-specific Budget Analyst IV class more accurately describes this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 534 is Inappropriately Classified

Position Number 534, currently classified as a Chief of Staff Services (1554-21), would be more appropriately classified as a Budget Analyst IV (1158-21). This employee is responsible for coordinating the development of the division's annual operating budget and budget amendments, participating in budget and grant negotiations and grant performance reviews, monitoring the disbursements of division budgets and the collection of revenue, coordinating the development of the division's Legislative Appropriations Request, preparing fiscal notes, and developing or modifying financial applications. The Budget Analyst IV class is appropriate for this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 535 is Inappropriately Classified

We believe Position Number 535, currently classified as a Chief of Staff Services (1554-21), should be classified as a Special Project Director (1558-21). The responsibilities of this position include coordinating and preparing special projects concerning air quality enforcement issues, preparing project reports and briefings, participating in planning conferences, conducting project research, responding to various inquiries, and providing assistance in assessing air policies, rules, and regulations. We believe the Special Project Director more accurately describes these duties.

Management's Response: Concur. Effective 10/01/95.

Position Number 539 is Inappropriately Classified

Position Number 539, currently classified as a Director of Programs I (1557-20), would be more appropriately classified as a Graphics Designer III (2017-16). This incumbent is responsible for designing and creating graphics, and designing and

producing publications and other visual materials. We believe that occupationally-specific classes should be used whenever appropriate, and as such, this position should be classified as a Graphics Designer III.

Management's Response: Concur. Effective 10/01/95.

Position Number 540 is Inappropriately Classified

Position Number 540, currently classified as a Director of Programs I (1557-20), should be classified as a Network Manager III (0289-20). This position is responsible for supervising the wide area network (WAN) team, overseeing the management of the physical resources of the WAN, monitoring the performance of the WAN, planning, procuring, and installing WAN hardware and software, and ensuring customer service and support are provided to WAN customers. For these reasons, we feel the occupationally-specific Network Manager III class best describes the duties of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 547 is Inappropriately Classified

We believe Position Number 547, currently classified as a Director of Programs I (1557-20), would be more appropriately classified as an Investigator IV (3646-18). This position functions as an Investigator. The incumbent prepares case investigation summaries and catalogs evidence, conducts witness interviews, conducts surveillance of illegal operations, prepares and edits search warrant affidavits, secures evidence during search warrant activities, conducts compliant investigations, and provides expert and fact testimony. The occupationally-specific Investigator IV class best describes the duties of this position.

Management's Response: Nonconcurrency. This incumbent functions as a Special Investigator focusing on environmental criminal complaints and environmental investigations. This position performs environmental investigative technical work in the fields of air, water or waste pollution. This incumbent's job functions indicate a reclassification to the Environmental Quality Specialist series as an Environmental Investigator.

State Classification Office Response: While this incumbent's responsibilities relate to the fields of air, water, or waste pollution, his/her work does not directly involve responsibility for the detection, analysis, and elimination and control of radiological, biological, chemical, and physical hazards, which is indicative of the Environmental Quality Control Specialist class series. Rather, the employee is responsible for conducting criminal investigations in the environmental area. Thus, we still believe the position is best described by the Investigator IV class and should be classified accordingly.

Position Number 624 is Inappropriately Classified

Position Number 624, currently classified as a Director of Programs II (1559-21), would be more appropriately classified as a Director of ADP II (0275-21). This position is responsible for managing the Air Quality Assessment Research and Technology Section's Systems Support Unit. Specific duties include budget planning and tracking, project tracking, staff management, computer software and hardware system design, development, and analysis, file server administration, and the provision of user assistance. Thus, the position should be classified as a Director of ADP II.

Management's Response: Concur. Effective 10/01/95.

Position Number 757 is Inappropriately Classified

We believe Position Number 757, currently classified as a Program Administrator I (1563-17), should be classified as a Program Specialist I (5512-18). This incumbent plans, develops, and maintains a data base application to track various program aspects, produces routine and special reports, coordinates technical program presentations, responds to inquiries regarding program activities, and develops, prepares, and maintains program materials. We believe the Program Specialist I class is appropriate for this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 633 is Inappropriately Classified

Position Number 633, currently classified as a Program Administrator I (1563-17), would be more appropriately classified as an Executive Assistant I (1506-17). This employee is responsible for providing technical and administrative assistance to the Deputy Director, coordinating, distributing, and tracking assignments, coordinating Administrative Services Coordinator monthly training sessions, assisting in preparing periodic and special reports, apprising division directors and assistants of administrative procedures and current activities, and functioning as the division Legislative Management System contact. The Executive Assistant I class more accurately describes these duties.

Management's Response: Concur. Effective 10/01/95.

Position Number 649 is Inappropriately Classified

Position Number 649, currently classified as a Program Administrator II (1564-18), would be more appropriately classified as an Auditor IV (1084-18). The incumbent supervises and reviews audit work, performs audits, and reviews documents to determine appropriate accounting/auditing procedures. The incumbent prepares worksheets, summaries, schedules, and exhibits for audits and reviews and evaluates accounting and internal control systems. We believe the majority of duties performed fall within the occupationally-specific Auditor IV class.

Management's Response: Concur. Effective 10/01/95.

Position Number 657 is Inappropriately Classified

We believe Position Number 657, currently classified as a Program Administrator II (1564-18), would be more appropriately classified as a Program Specialist I (5512-18). This position is not responsible for managing an agency program. Instead, this position provides consultative or technical services to a program. The incumbent's duties include researching, preparing, and reviewing technical program evaluations and assessments for pesticide programs and investigations, coordinating and supporting inter-agency task force meetings, and assisting in grant preparation and commitments for ground water. The Program Specialist I class best describes the duties of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 658 is Inappropriately Classified

Position Number 658, currently classified as a Program Administrator III (1565-19), should be classified as an Executive Assistant II (1507-19). This employee functions as office manager for the Commissioners' Office, prepares, tracks, and monitors budgets, and functions as the Office's Administrative Services Coordinator. The Executive Assistant II class more accurately describes the duties of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 659 is Inappropriately Classified

We believe Position Number 659, currently classified as a Program Administrator III (1565-19), would be more appropriately classified as an Executive Assistant II (1507-19). This incumbent maintains the daily calendar for the Chairman, schedules appointments with legislators and other government officials, arranges meetings with industry and environmental leaders, schedules and coordinates speaking engagements with industry and environmental groups, coordinates travel arrangements for the Chairman, and screens the Chairman's telephone calls. Thus, this position should be classified as an Executive Assistant II.

Management's Response: Concur. Effective 10/01/95.

Position Number 660 is Inappropriately Classified

Position Number 660, currently classified as a Program Administrator III (1565-19), should be classified as an Executive Assistant II (1507-19). This position functions as an Administrative Services Coordinator, provides administrative support to the General Counsel and legal staff; develops methods for improved administrative techniques and executes approved plans; prepares office budget requests and administers and tracks the office budget; drafts, prepares, and edits legal correspondence; maintains the schedule for the General Counsel; and schedules

meetings and records meeting minutes. We believe the Executive Assistant II class more accurately describes the duties of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 661 is Inappropriately Classified

Position Number 661, currently classified as a Program Administrator III (1565-19), should be classified as a Program Specialist II (5513-19). This employee spends the majority of time recruiting local governments to join the Clean Cities 2000 program, assisting local governments in developing public education programs and partnerships to reduce air pollution, and coordinating program exhibits at trade shows, conventions, and meetings. We believe the Program Specialist II class more appropriately describes these duties.

Management's Response: Concur. Effective 10/01/95.

Position Number 662 is Inappropriately Classified

We believe Position Number 662, currently classified as a Program Administrator III (1565-19), would be more appropriately classified as a Program Specialist II (5513-19). This incumbent spends the majority of time developing and implementing compliance audit programs for small businesses; designing and producing educational programs and materials; researching and monitoring regulations, legislation, and new technology affecting small businesses; designing and conducting outreach presentations; and providing technical assistance to individuals and industry groups. Based on these functions, we believe this position should be classified as a Program Specialist II.

Management's Response: Concur. Effective 10/01/95.

Position Number 663 is Inappropriately Classified

Position Number 663, currently classified as a Program Administrator III (1565-19), should be classified as a Program Specialist II (5513-19). The duties of this position include providing technical program information to small businesses, assisting in the preparation of training and self-assessment materials for those businesses, and coordinating and participating in program seminars, workshops, and presentations. The Program Specialist II class is appropriate for this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 664 is Inappropriately Classified

We believe Position Number 664, currently classified as a Program Administrator III (1565-19), should be classified as a Human Resources Management Specialist (1727-18). This incumbent functions as a recruiter in the human resources field. The duties of this employee consist of developing and administering the Commission's targeted

recruitment program, coordinating participation in targeted recruiting events, preparing reports on program activities, and developing recruitment materials and brochures. We believe occupationally-specific classes should be used when available, and as such, the position should be classified as a Human Resources Management Specialist.

Management's Response: Concur. Effective 10/01/95. The TNRCC concurs that this position should be classified in a more occupationally-specific Human Resources Management series. However, as indicated by the SAO, we feel that the agency is in the best position to determine what level to classify positions in the more occupationally-specific classifications. Thus, this position will be classified in the Human Resources series.

Position Number 665 is Inappropriately Classified

We believe Position Number 665, currently classified as a Program Administrator III (1565-19), would be more appropriately classified as a Position Classification Analyst III (1723-19). This employee is responsible for ensuring essential job requirements are documented for job vacancy notices; reviewing Job Analysis Worksheets to ensure staff are properly classified according to the Position Classification Plan; reviewing promotion recommendations to ensure minimum qualifications are met; providing technical assistance in resolving issues involving classification, compensation, and salary administration; researching information; and compiling reports. This employee is also responsible for interpreting policies and procedures regarding classification matters and related human resource issues. We believe the occupationally-specific Position Classification Analyst III class is more appropriate for this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 666 is Inappropriately Classified

Position Number 666, currently classified as a Program Administrator III (1565-19), should be classified as a Human Resources Management Specialist (1727-18). This employee functions as an employee relations specialist in the field of human resources. The duties of this position include providing employee relations consultation to management and employees, facilitating the Commission's mediation/alternative dispute resolution program, facilitating the Commission's disciplinary process, conducting investigations of alleged discrimination, and assisting in the facilitation of the Commission's grievance process and performance management system. We believe the more occupationally-specific Human Resources Management Specialist class should be used.

Management's Response: Concur. Effective 10/01/95. The TNRCC concurs that this position should be classified in a more occupationally-specific Human Resources Management series. However, as indicated by the SAO, we feel that the agency is in

the best position to determine what level to classify positions in the more occupationally-specific classifications. Thus, this position will be classified in the Human Resources series.

Position Number 667 is Inappropriately Classified

We believe Position Number 667, currently classified as a Program Administrator III (1565-19), would be more appropriately classified as a Human Resources Management Specialist (1727-18). This employee functions as an employee relations specialist in the field of human resources. This employee is responsible for providing counseling and consultation to supervisors and employees in various employment situations, interpreting human resource management policies and procedures, conducting investigations of alleged discrimination or retaliation, and coordinating the Commission's performance management program. This position is best described by the Human Resources Management Specialist class, and should be classified accordingly.

Management's Response: Concur. Effective 10/01/95. The TNRCC concurs that this position should be classified in a more occupationally-specific Human Resources Management series. However, as indicated by the SAO, we feel that the agency is in the best position to determine what level to classify positions in the more occupationally-specific classifications. Thus, this position will be classified in the Human Resources series.

Position Number 760 is Inappropriately Classified

Position Number 760, currently classified as a Program Administrator III (1565-19), should be classified within the Network Manager class series [Network Manager I (0287-16), Network Manager II (0288-18), and Network Manager III (0289-20)]. This incumbent is responsible for maintaining the Local Area Network (LAN) and Wide Area Network (WAN), maintaining network support software, supervising network support staff and directing them in the installation of hardware and software, analyzing existing data routines and developing productivity improvements, evaluating and modifying existing programs, and evaluating computer software. In addition, the employee is responsible for maintaining the network's security system. We believe the occupationally-specific Network Manager class series should be used for this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 669 is Inappropriately Classified

Position Number 669, currently classified as a Program Administrator III (1565-19), would be more appropriately classified as a Program Specialist II (5513-19). This position is not responsible for managing an agency program. Instead, this position provides consultative or technical services for a program. The incumbent spends the majority of time conducting financial analyses and investigations to determine the ability to pay for corrective action or administrative penalties. In addition, the

incumbent conducts financial analyses to determine sufficient financial resources to construct, operate, and close hazardous waste management facilities. We feel the Program Specialist II class best reflects the duties of this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 670 is Inappropriately Classified

We believe Position Number 670, currently classified as a Program Administrator III (1565-19), would be more appropriately classified as a Graphics Designer III (2017-16). This incumbent is responsible for designing and creating graphics and designing and producing publications and other visual materials. We believe that occupationally-specific classes should be utilized whenever possible, and as such, the Graphics Designer III class should be used.

Management's Response: Concur. Effective 10/01/95.

Position Number 676 is Inappropriately Classified

Position Number 676, currently classified as a Program Administrator III (1565-19), would be more appropriately classified as a Program Specialist II (5513-19). The duties of this position include writing and maintaining computer programs that allow the regulated community to submit required reports electronically; providing assistance on, conducting training on, and writing and updating the user manual for the State of Texas Environmental Electronic Reporting System (STEERS); preparing and delivering presentations on STEERS; and providing information on waste evaluation program rules and regulations. The Program Specialist II class accurately describes these duties.

Management's Response: Nonconcurrency. The duties of this incumbent appear to be that of an ADP Programmer III instead of Program Specialist. The number one duty is writing and maintaining computer programs using PAL and C language. After discussing the job with the incumbent, this job was supposed to be done by IR (Information Resources), but IR could not get to this project for two years; therefore, based upon the incumbent's computer science background, she was assigned the task of creating programs for STEERS (State of Texas Electronic Reporting System). She did the initial programming and continues to do programming to include writing the user manual. She feels that Programmer Analyst is more appropriate and stated that 60% of this job is programming. Comparing the job specifications for Programmer Analyst with ADP Programmer, the TNRCC feels that ADP Programmer III is a more appropriate classification because the job requires continued programming for maintenance, testing, and modifications, as well as, updating the user manual and providing customer support for use of the system and for software and computer related problems.

State Classification Office Response: Based on additional information provided by TNRCC on Position Number 676, the State Classification Office concurs with TNRCC that the ADP Programmer III (0242-18) class is more appropriate for the duties being performed by this position.

Position Number 686 is Inappropriately Classified

We believe Position Number 686, currently classified as a Program Specialist I (5512-18), would be more appropriately classified as a Program Administrator II (1564-18). The incumbent spends the majority of time acting as division's Administrative Services Coordinator for training and budgetary matters. The incumbent consults with division sections on specialized technical needs, develops and maintains training data bases, and compiles reports on training activities. The incumbent reviews, codes, and approves procurement forms and develops, updates, and maintains the data base for the division budget. The incumbent also provides interpretations on administrative policies and procedures to division staff. Since this position is responsible for administering a program area, we feel the Program Administrator II class is most appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 712 is Inappropriately Classified

Position Number 712, currently classified as a Program Specialist II (5513-19), should be classified as a Program Administrator III (1565-19). This position assists in planning, designing, and developing policies and programs; develops materials and programs to support program policies; and researches and prepares reports on program areas. Because this position is responsible for several program areas, we believe the Program Administrator III class is most appropriate.

Management's Response: Concur. Effective 10/01/95.

Position Number 714 is Inappropriately Classified

We believe Position Number 714, currently classified as a Program Specialist III (5527-20), should be classified as a Data Base Administrator III (0279-20). The incumbent designs and manages data bases, which includes designing data base structures, preparing data entry forms and report formats, and training staff in the use of new data bases. The incumbent determines the effectiveness of current information gathering and data management systems and recommends and designs changes and improvements. The incumbent also serves as a liaison to other entities regarding data base design projects. The occupationally specific Data Base Administrator III class more accurately describes the majority of duties performed by this position.

Management's Response: Concur. Effective 10/01/95.

Position Number 728 is Inappropriately Classified

We believe Position Number 728, currently classified as a Program Specialist III (5527-20), should be classified as a Director of Programs I (1557-20). The incumbent's duties include supervising and managing staff; developing and implementing grant applications; preparing grant reports; planning, developing, and directing program activities; and developing and managing the program budget. Because this position manages and directs a program, the Director of Programs I class is more appropriate.

Management's Response: Concur. Effective 10/01/95.

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