

A Classification Compliance Audit Report on the

Juvenile Probation Commission



Office of the State Auditor
Lawrence F. Alwin, CPA

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Key Points Of Report

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Overall Conclusion

The Juvenile Probation Commission (Commission) has a 92 percent rate of compliance with the Position Classification Plan. The Commission was reviewed to monitor its compliance with the Position Classification Plan.

Key Facts And Findings

- Three out of 36 positions reviewed were misclassified.
- There were eight instances in which inappropriate reporting relationships were found.

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This review of 36 full-time classified positions was conducted in accordance with the Position Classification Act, Texas Government Code, Chapter 654.

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Overview

Three out of 36 positions at the Juvenile Probation Commission (Commission) were found to be misclassified. To correct misclassified positions, the Commission may either classify the positions according to our

recommendations or restructure them. In addition, there were eight instances in which inappropriate reporting relationships were found.

Recommendations			
	Position Number*	Class Number	Title
Present: Recommended:	1	0280-21 0275-21	Data Base Administrator IV Director of ADP II
Present: Recommended:	2	0294-10 1502-11	Word Processing Operator III Administrative Technician II
Present: Recommended:	6	0518-20 1559-21	Planner III Director of Programs II

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

Issues and Recommendations

Position Number 1 is Misclassified

Position Number 1, Data Base Administrator IV (0280-21), should be a Director of ADP II (0275-21). The incumbent is responsible for directing the activities of the Information Systems Division. The incumbent is also responsible for analyzing, designing, implementing, and maintaining overall information systems operations, such as programming, system analysis, data base administration, and network administration.

The position should be classified as a Director of ADP II because the majority of the incumbent's duties involve computer system operations work. The incumbent's primary responsibility is not data base administration.

Management's Response: Reclassify position #1 from Data Base Administrator IV (0280-21) to Director of ADP II (0275-21) effective March 1, 1996.

Position Number 2 is Misclassified

Position Number 2, Word Processing Operator III (0294-10), should be an Administrative Technician II (1502-11). The incumbent's duties include providing support to the Federal Programs Division; routing calls and taking messages; preparing case files; preparing routine correspondence, reports, forms, and other documents; responding to routine inquiries about Title IV-E and interpreting rules, regulations, and policies; assisting in planning meetings and conferences; assisting in designing agency publications; maintaining a filing system; and entering data into the Title IV-E system. These duties fall within the Administrative Technician II class.

The position should not be classified as a Word Processor Operator III because the incumbent does not spend the majority of time performing word processing work. Instead, the incumbent

performs general administrative support work for the Federal Programs Division.

Management's Response: Reclassify position #2 from Word Processing Operator III (0294-10) to Administrative Technician II (1502-11) effective March 1, 1996.

Position Number 6 is Misclassified

Position Number 6, Planner III (0518-20), should be a Director of Programs II (1559-21). The incumbent serves as Director of Intergovernmental Relations and is mainly responsible for administering the Intergovernmental Relations program. The incumbent does perform planning and research work; however, the emphasis of duties performed is in administering the Intergovernmental Relations program.

The position should be classified as a Director of Programs II because the incumbent's administrative duties include coordinating program activities with agency and external organizations; directing and coordinating activities of staff; and providing technical assistance on juvenile probation issues.

Management's Response: Reclassify position #6 from Planner III (0518-20) to Director of Programs II (1559-21) effective March 1, 1996.

Inappropriate Reporting Relationships

There were eight instances in which inappropriate reporting relationships were found. During the course of our review, we observed situations in which employees were being supervised by someone in the same salary group. These situations are considered inappropriate reporting relationships. Supervisory duties indicate a higher level of responsibility, and this should be reflected in

Issues and Recommendations

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 1, Data Base Administrator (0280-21), is supervised by a Deputy Administrator (1556-21).
- Position Number 7, Planner III (0518-20), is supervised by another Planner III (0518-20). If the Commission concurs with our recommendation to reclassify Position Number 6 to a Director of Programs II (1559-21), this inappropriate reporting relationship will be resolved.
- Position Number 9, Chief of Research (0554-21), is supervised by a Deputy Administrator (1556-21).
- Position Number 11, Director of Accounting (1208-21), is supervised by a Chief of Staff Services (1554-21).
- Position Number 26, Chief of Staff Services (1554-21), is supervised by a Deputy Administrator (1556-21).
- Position Number 28, Director of Programs II (1559-21), is supervised by a Deputy Administrator (1556-21).
- Position Number 29, Director of Programs II (1559-21), is supervised by a Deputy Administrator (1556-21).

- Position Number 31, Director, Human Resources and Staff Development (1755-21), is supervised by a Deputy Administrator (1556-21).

Management's Response: The reclassification of position #6 from Planner III (0519-20) to Director of Programs II (1559-21) corrects the reporting relationship with position #7, Planner III (0518-20). This action creates another reporting relationship problem since position #6 is supervised by a Deputy Administrator (1556-21), but corrective action will be taken (see below).

The inappropriate reporting relationship of position #11, Director of Accounting (1208-21) reporting to position #26, Chief of Staff Services (1554-21) will be corrected by expanding the role of position #26 and seeking exempt status for the new position, Director of Support Services.

The inappropriate reporting relationship of positions #1, #6, #9, #26, #28, #29, and #31 reporting to position, #27 Deputy Administrator (1556-21) will be corrected if exempt status is granted for this position according to TJPC's January 30, 1996 request to the Governor's Office.

Objective, Scope, and Methodology

The Juvenile Probation Commission was selected for review in order to monitor its compliance with the Position Classification Plan.

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

- state job descriptions
- position questionnaires completed by incumbents

- organizational reporting relationships
- internal salary relationships

In addition, we interviewed 12 incumbents.

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

Copies of this report have been distributed to the following:

Legislative Budget Board

Mr. John Keel, Director

Governor's Office of Budget and Planning

Mr. Albert Hawkins, Director