

May 8, 1996

Mr. Burton Raiford, Commissioner
Department of Human Services
701 West 51st, MC W-652
Austin, TX

Dear Mr. Raiford:

The Department of Human Services (DHS), Regions 2 and 9, has a 99 percent rate of compliance with the Position Classification Plan based on the sample of positions selected for review. One position out of a sample of 142 full-time classified positions reviewed at DHS was found to be misclassified. To correct this misclassified position, DHS may either classify the position according to our recommendation or restructure it.

Position Number 12, Clerk III (0055-06), should be an Accounting Clerk II (1002-06). The incumbent's primary duties include processing telecommunications invoices, preparing vouchers on the Automated Purchasing System, assigning preliminary object codes, and reconciling billing discrepancies.

The position should be classified as an Accounting Clerk II because the incumbent spends the majority of time performing occupationally specific clerical work in accounting and fiscal record keeping instead of general clerical work.

Management's Response

We concur with the recommendation to change the classification of Position Number 12, clerk III (0055-06) to Accounting Clerk II (1002-06). We agree that the nature of the work has changed significantly since March 1994 when it was last audited by TDHS and that the incumbent now spends the majority of time performing clerical work in accounting and fiscal recordkeeping. We will change the classification of this position to Accounting Clerk II effective May 1, 1996.

Objective, Scope, and Methodology

The Department of Human Services, Regions 2 and 9, was selected for review in order to monitor its compliance with the Position Classification Plan. The scope of our review included a sample (142 employees) of full-time classified positions within Regions 2 and 9.

In determining whether the sample of 142 full-time classified positions was appropriately classified, we reviewed:

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

We also conducted telephone interviews with six employees.

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

Sincerely,

Kelli Dan, CCP, PHR
Acting State Classification Officer

KLD/iev

cc: Mr. John Keel, CPA, Director - Legislative Budget Board
Mr. Albert Hawkins, Director - Governor's Office of Budget and Planning