

A Classification Compliance Audit Report on the

# Criminal Justice Policy Council



**Office of the State Auditor**  
**Lawrence F. Alwin, CPA**

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# Key Points Of Report

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### Overall Conclusion

The Criminal Justice Policy Council has a 92 percent rate of compliance with the Position Classification Act.

### Key Facts And Findings

- Two out of 24 positions reviewed were misclassified.

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*This review of 24 full-time classified positions was conducted in accordance with the Position Classification Act, Texas Government Code, Chapter 654.*

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## Overview

Two positions out of 24 employees at the Criminal Justice Policy Council (Council) were found to be misclassified. To correct

misclassified positions, the Council can either classify the positions according to our recommendations or restructure them.

Recommendations			
	Position Number*	Class Number	Title
Present:	4	0280-21	Data Base Administrator IV
Recommended:		0275-21	Director of ADP II
Present:	7	0519-21	Planner IV
Recommended:		0520-21	Director, Program Planning

\*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 Council for reference.

## Recommendations

### Position Number 4 is Misclassified

Position Number 4, 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 Services Department. The incumbent is also involved with and oversees programming, system analysis, data base administration, simulation-modeling, software project management, and local area networks.

The position should be classified as a Director of ADP II because the majority of the incumbent's duties fall within the Director of ADP II class. The incumbent's primary responsibility is not data base administration.

*Management's Response: Management concurs. We will make the changes in HRIS/USPS. Effective date 02/01/96.*

### Position Number 7 is Misclassified

Position Number 7, Planner IV (0519-21), should be a Director, Program Planning (0520-21). The incumbent directs planning and research activities within the Research and Evaluation Department. The incumbent also performs research and analysis work.

The position should be classified as a Director, Program Planning because the emphasis of duties performed is in supervising and administering planning and research projects.

*Management's Response: Management concurs. We will make the changes in HRIS/USPS. Effective date 02/01/96.*

Appendix:

## Objective, Scope, and Methodology

The Criminal Justice Policy Council was selected for review in order to monitor its compliance with the Position Classification Act.

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

- state job descriptions
- position classification questionnaires completed by incumbents

- organizational reporting relationships
- internal salary relationships

In addition, we interviewed 11 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