

A Classification Compliance Audit Report on the

# Office of Court Administration



Office of the State Auditor  
Lawrence F. Alwin, CPA

March 1996

Report No. 96-704

# Key Points Of Report

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### Overall Conclusion

The Office of Court Administration (Office) has a 67 percent rate of compliance with the Position Classification Plan. The Office was reviewed to monitor its compliance with the Position Classification Plan.

### Key Facts And Findings

- Five out of 15 positions reviewed were misclassified.
- There was one instance in which an inappropriate reporting relationship was found.

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*This review of 15 full-time classified positions was conducted in accordance with the Position Classification Act, Texas Government Code, Chapter 654.*

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## Overview

Five out of 15 positions at the Office of Court Administration (Office) were found to be misclassified. To correct misclassified positions, the Office may either classify the

positions according to our recommendations or restructure them. In addition, there was one instance in which an inappropriate reporting relationship was found.

Recommendations			
	*Position Number	Class Number	Title
Present: Recommended:	1	0137-09 1502-11	Legal Secretary I Administrative Technician II
Present: Recommended:	8	1163-16 1550-16	Accountant III Staff Services Officer I
Present: Recommended:	12	1565-19	Program Administrator III Director of Programs series
Present: Recommended:	13	1802-06 1501-08	Statistical Clerk II Administrative Technician I
Present: Recommended:	14	1802-06 1501-08	Statistical Clerk II Administrative Technician I

\*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 Office for reference.

## Issues and Recommendations

Section 1:

### **Five Positions Are Misclassified**

Position Number 1, Legal Secretary I (0137-09), should be an Administrative Technician II (1502-11). The incumbent's duties include assisting in researching, writing, designing, and editing agency publications; taking and transcribing dictation; responding to inquiries regarding agency and program rules, regulations, policies, and procedures; and assisting in planning meetings and conferences. These duties fall within the Administrative Technician II class.

The position should not be classified as a Legal Secretary I because the incumbent does not spend the majority of time performing legal secretarial work. Instead, the incumbent performs general administrative support work for the agency.

#### Management's Response:

*The Office agrees that the duties of the position are more appropriate to the Administrative Technician II class. The incumbent has resigned effective March 8, 1996 and the Office has posted the position as an Administrative Technician II as recommended.*

Position Number 8, Accountant III (1163-16), should be a Staff Services Officer I (1550-16). The incumbent is responsible for coordinating several staff services functions which include human resources, accounting, purchasing, and material and property management. The incumbent's duties are not limited to accounting work.

The position should be classified as a Staff Services Officer I because the incumbent coordinates several staff services functions. The Staff Services Officer series is intended for positions which plan, direct, and coordinate several staff services functions such as human resources, accounting, budgeting, duplicating,

purchasing, training, and material and property management.

#### Management's Response:

*The Office agrees that the duties of the position are more appropriate to the Staff Services Officer I class. The Office will make the change in class effective March 1, 1996.*

Position Number 12, Program Administrator III (1565-19), should be classified within the Director of Programs series [Director of Programs I (1557-20) and Director of Programs II (1559-21)]. The incumbent functions as the Director of Reporting Services and is responsible for directing a statewide reporting program.

This position should be classified within the Director of Programs series because the incumbent develops and implements improvements to program goals, priorities, procedures, and guidelines; evaluates program activities; directs the activities of staff; coordinates program activities within the agency and with external organizations; and provides technical assistance in the program area.

Should the Office reclassify this position within the Director of Programs series, an inappropriate reporting relationship will exist between the incumbent and the incumbent's supervisor, Position Number 11. To correct this inappropriate reporting relationship, the Office may either change the reporting relationship or change the classification of Position 11.

#### Management's Response:

*The Office agrees that the duties of the position are more appropriate to the Director of Programs II class. The Office will make the change in class effective September 1, 1997 if additional funds are appropriated. The Office cannot restructure its positions due to the*

## Issues and Recommendations

*small number of staff relative to the vast amount of duties.*

Position Numbers 13 and 14, Statistical Clerk II's (1802-06), should be Administrative Technician I's (1501-08). The incumbents spend the majority of time organizing, reviewing, and analyzing statistical reports; ensuring reports are complete and accurate; contacting appropriate individuals to resolve problems with the reports; entering statistical data into a data base; and responding to statistical information requests.

These positions should not be classified as Statistical Clerk II's because their duties are not limited to compiling, typing, and presenting statistical data. The incumbents provide general technical program support work for the Reporting Section.

### Management's Response:

*The Office agrees that the duties of the positions are more appropriate to the Administrative Technician I class. The Office will make the changes in class effective September 1, 1997 if additional funds are appropriated. The Office cannot restructure its positions due to the small number of staff relative to the vast amount of duties.*

The State Classification Office concurs with the Office that Position Number 2 should be a Network Manager II (0288-18). The position was classified as an ADP Programmer II (0241-16) and was recently vacated. The incumbent in the position was mainly responsible for network installation, maintenance, and enhancement. The duties of the position did not involve a high degree of computer programming work. Thus, the appropriate classification for the position is a class within the Network Manager series [Network Manager I (0287-16), Network Manager II (0288-18), and Network Manager III (0289-20)]. The Office has indicated that the duties of the

position will remain the same and will fill the vacated position as a Network Manager II.

Section 2:

### **There is One Inappropriate Reporting Relationship**

There was one instance in which an inappropriate reporting relationship was found. During the course of our review, we observed a situation in which an employee was being supervised by someone in a lower salary group. This situation is considered an 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 instance, the reporting relationships should be changed to reflect this philosophy.

- Position Number 9, Director of Accounting (1208-21), is supervised by a Director of Programs I (1557-20).

### Management's Response:

*The Office agrees that an improper reporting relationship exists between the Director of Accounting and the Director of Programs I. The Office plans to reclassify the Director of Programs I to Deputy Administrator (1556-21) or to the authorized exempt position titled Deputy Administrative Director effective September 1, 1997 if additional funds are appropriated.*

## Objective, Scope, and Methodology

The Office of Court Administration was selected for review in order to monitor its compliance with the Position Classification Plan. The scope of our review included all full-time classified positions within the Austin Office and did not include classified positions located throughout the judicial regions.

In determining whether 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 four incumbents and one supervisor.

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