

June 10, 1996

Mr. Roy Hogan  
Deputy Commissioner for Administration  
Texas Department of Health  
1100 West 49th Street  
Austin, Texas 78756-3199

Dear Mr. Hogan:

The State Classification Office (Office) has completed the appeal audit requested by your agency. Our Office concludes that the appropriate classification for the Administrative Technician III (1503-13) position reviewed by our Office should be classified as an Administrative Technician IV (1504-15).

The incumbent is responsible for performing technical assistance work for the Records Division of the Bureau of Radiation Control and supervises a staff of five full-time classified employees. The incumbent is responsible for preparing, interpreting, and disseminating information on the Bureau's records retention program and procedures. The incumbent prepares correspondence, reports, studies, forms, and other documents; coordinates the work between organizational units of the Bureau, local, state, and federal agencies, private organizations, and the public; and responds to complex inquiries regarding technical program or administrative regulations, policies, and procedures, including responding to subpoenas and Open Records requests.

The Office does not routinely make recommendations as to the appropriate level within a class series because agencies have the first line responsibility to determine appropriate classification for their employees. Also, agencies are in a better position to determine when an incumbent is performing the duties of the next higher level in a class series. However, since the Texas Department of Health requested that the Office perform an appeal audit on this position, the appropriate level and class series have been determined.

This recommendation follows an extensive review of the position questionnaire and other documentation provided by the Bureau of Radiation Control. In addition, a field interview was conducted with incumbent and brief meetings were held with the Chief of Staff Services, and the Bureau Chief of Radiation Control.

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If you or your staff have any questions regarding the audit, please contact Jeff Lund at 479-4880.

Sincerely,

Deborah L. Kerr, Ph.D.  
Director  
for  
Kelli L. Dan, CCP, PHR  
Acting State Classification Officer

DLK/jnl

cc: John Keel, CPA, Director, Legislative Budget Board  
Albert Hawkins, Director, Governor's Office of Budget and Planning  
Richard Ratliff, P.E., Bureau Chief, Bureau of Radiation Control  
Frank Ringer, Jr., Bureau Chief, Bureau of Human Resources  
Robert Ihde, Chief of Staff Services, Bureau of Radiation Control  
Lois Ferguson, Human Resources Manager, Bureau of Human Resources  
Christine Peters, Administrative Technician III, Bureau of Radiation Control