

November 6, 1996

Ms. Cathy Hendricks, ASID/IIDA/MIES
Executive Director
Texas Board of Architectural Examiners
333 Guadalupe, Suite 2-350
Austin, TX 78701-3942

Dear Ms. Hendricks:

The Texas Board of Architectural Examiners (Board) has a 93 percent rate of compliance with the Position Classification Plan. One position out of 14 at the Texas Board of Architectural Examiners was found to be misclassified. To correct this misclassification, the Board may either classify the position according to our recommendation or restructure the position.

The Data Entry Operator III (0205-08), Position Number 11, should be an Administrative Technician I (1501-08). The incumbent performs no data entry. Instead, the incumbent answers incoming phone calls, issues pocket cards, processes return check letters, and processes requests for rosters or labels. The incumbent is responsible for processing and mailing delinquent letters, board hearing notices, and revocation letters. These duties are administrative support in nature and are representative of the types of duties performed by an Administrative Technician I.

Management's Response

This Classification report result is in line with what we previously thought needed to be done and confirms our own analysis of the change that Texas Board of Architectural Examiners saw as an outstanding issue. The specific recommendation from the Classification Report will be completed on November 1, 1996.

Objective, Scope, and Methodology

The Texas Board of Architectural Examiners was selected for review in order to monitor its compliance with the Position Classification Plan.

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

- State job descriptions
- Position questionnaires completed by incumbents
- Organizational reporting relationships
- Internal salary relationships

We also conducted interviews with five employees.

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

Sincerely,

Kelli L. Dan, CCP, PHR
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