

March 25, 1996

Ms. Anne Schwartz, Executive Director  
Texas Public Finance Authority  
300 W. 15th Street, Suite 411  
Austin, TX 78701

Dear Ms. Schwartz:

The Texas Public Finance Authority (Authority) has a 92 percent rate of compliance with the Position Classification Plan. However, one position out of 12 at the Authority was found to be misclassified. To correct this misclassified position, the Authority may either classify the position according to our recommendation or restructure it.

The Administrative Technician I (1501-08), Position Number 9, should be a Purchasing Clerk III (1937-08). The incumbent's duties include the preparation of administrative purchase vouchers, travel vouchers, and interagency vouchers to be posted to vendors and accounts payable. The incumbent is responsible for preparing purchase orders and obtaining bids for furniture and office supplies. In addition, the incumbent is responsible for verifying HUB certification for all vendors.

***Management's Response***

*The recommendation of the classification compliance staff has been reviewed. We accept the recommendation for the re-classification of the employee from Administrative Technician I to Purchasing Clerk III. We appreciate your assistance in this matter and thank you for your prompt report.*

The Purchasing Clerk III classification is occupationally specific to the type of work being performed.

### **Objective, Scope, and Methodology**

The Texas Public Finance Authority was selected for review in order to monitor their compliance with the Position Classification Plan.

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

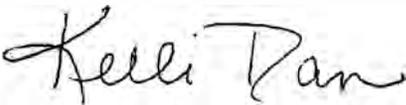
- state job descriptions
- position questionnaires completed by the incumbents
- organizational reporting relationships
- internal salary relationships

We also conducted interviews with five employees.

Ms. Anne Schwartz, Executive Director  
Texas Public Finance Authority  
March 25, 1996  
Page 2

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

Sincerely,

A handwritten signature in cursive script that reads "Kelli Dan".

Kelli Dan, CCP, PHR  
Acting State Classification Officer

KLD/rmn

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

## Texas Public Finance Authority

This is a listing of each classified position which was reviewed during the classification compliance audit. This list identifies individual employees by an assigned position number. In order to maintain confidentiality the employees will be referred to by position number in the final report.

<u>Employee</u>	<u>Position</u>	<u>Position Number</u>
John Hernandez	Chief Accountant II	1
Loan Nguyen	Accountant III	2
Randy Snyder	Accountant II	3
Ada Roberts	Accountant II	4
Kassu Asfaw	Accountant II	5
Jeanine Barron	Administrative Technician IV	6
Laurie Baker	Secretary III	7
Gene Domon	Administrative Technician II	8
Gabriela Klein	Administrative Technician I	9
Patricia Logan	Legal Secretary II	10
Uli Lapham	Program Administrator I	11
Pamela Scivicque	Business Manager I	12