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November 5, 2014

Ms. Terri McGee, Human Resources Director
S.C. Department of Natural Resources
1000 Assembly Street
Columbia, South Carolina 29201

Dear Ms. McGee:

The results of the audit of your delegated transactions from July 1, 2012 to June 30, 2014 are attached. Thank you for your assistance during the audit.

Should you have any questions regarding your agency's audit results, please feel free to contact me at 803-896-5023.

Sincerely,

Deborah B. Clark
Senior Consultant
Human Resources Division

Enclosure

c: Mr. Alvin Taylor

HIRE ABOVE MINIMUM DELEGATION AUTHORITY
S.C. Department of Natural Resources
November 6, 2014

- I. Audit Period Covered: July 1, 2012 – June 30, 2014
- II. Auditor: Deborah Clark
- III. Delegated Hire Above Minimum Actions: Printouts on file with OHR
- 7/1/12 - 6/30/14
Number Hired Above Minimum: 106
Number of Actions Audited: 29
- IV. Sampling Size: 27.35 %
- V. Purpose of Audit:
1. To determine if internal procedures are established for the review and documentation of delegated hire above minimum actions.
 2. To determine if the agency maintains an approved copy of the hire above minimum delegation agreement and all other correspondence related to its hire above minimum delegation program.
 3. To determine whether hire above minimum documentation is filed for ease of retrieval and review.
 4. To determine whether proper documentation exists for each hire above minimum action, to include:
 - A completed employment application with salary history and dates of employment
 - Position title, class code and slot to include internal title, if used
 - Pay band and salary range
 - Applicant's current salary
 - Proposed salary above minimum
 - Agency average salary, internal title average salary
 - Statewide average salary, if applicable
 - Justification statement to include not only that the applicant exceeds the minimum requirements, but also a description of why the salary is needed to hire the individual (e.g., market, recruiting/retention difficulties, most qualified and little time needed for training, etc.)
 - Hire date
 - Authorized signature and date of approval

5. To determine whether actions are approved prior to the hire date of the applicant.
6. To determine whether actions are true new hires, or whether another action code, such as promotion, demotion, or transfer is appropriate.
7. To determine whether recommendations from previous audits have been implemented.

VI. Findings:

1. The agency was able to produce its copy of the hire above minimum delegation agreement.
2. This section summarizes the documentation for each hire above minimum action. There were a total of 29 hire above minimum actions audited.
 - **Completed Application Including Employment Dates** -100% or 29 out of the 29 actions audited had a completed application including employment dates.
 - **Title/Class (including internal title)** – 100% or 29 out of the 29 actions audited had the title/class.
 - **Pay Band/Salary Range** -100% or 29 out of the 29 actions audited had the pay band and salary range.
 - **Applicant's Current Salary** - 100%or 29 out of the 29 actions audited had the applicant's current salary.
 - **Proposed Salary Above Minimum** - 100% or 29 out of the 29 actions audited had the proposed salary and percentage above minimum.
 - **Average Salary Data** - 100% or 29 out of the 29 actions audited had average salary data.
 - **Justification Statement of HAM** - 100% or 29 out of the 29 actions audited had an adequate justification statement.
 - **Approval Date on or Prior to Hire Date** - 100% or 29 out of the 29 actions audited had the approval date on or prior to the hire date.
 - **Authorized Signature & Approval Date** - 100% or 29 out of the 29 actions audited had an authorized signature and/or approval date.
 - **New hires coded appropriately** - 100% or 29 out of the 29 actions audited were coded correctly as a new hires.

VII. Recommendations:

- ^ **Completed Application including Employment Dates** - No Recommendations.
- ^ **Title/Class (including internal title)** - No Recommendations.
- ^ **Pay Band/Salary Range** -No Recommendations.
- ^ **Applicant's Current Salary** - No Recommendations.
- ^ **Proposed Salary Above Minimum** - No Recommendations.

- . Average Salary Data No Recommendations.
- ^ Justification Statement of IIAM - No Recommendations.
- ^ Approval Date on or prior to Hire Date No Recommendations.
- ^ Authorized Signature & Approval Date - No Recommendations.
- ^ Did Employee Come from Other State Agency - No Recommendations.
- ^ Delegation Contract on File - No Recommendations.

VII. Summary:

Agency should continue with the current process for maintaining the proper documentation for Hire Above Minimum actions. It appears that the decisions made by the agency during this audit period regarding Hire Above Minimum actions are sound. The agency is in compliance with the Hire Above Minimum delegation agreement. Excellent audit results.

CLASSIFICATION DELEGATION AUTHORITY
S.C. Department of Natural Resources
November 6, 2014

- I. Audit Period: July 1, 2012 thru June 30, 2014
- II. Auditors: Deborah Clark
- III. Delegated Reclassification Actions: Printouts on file with OHR
7/1/12 - 6/30/14
Total Number of Reclassifications: 111
Total Number of Actions Audited: 29
- IV. Sampling Size: 26.12%
- V. Purpose of Audit:
 - 1. To determine if internal procedures are established for the review and processing of delegated classification actions.
 - 2. To determine if the agency maintains an approved copy of the classification delegation agreement and all other correspondence related to its classification delegation program.
 - 3. To determine whether delegated position descriptions are filed for ease of retrieval and review.
 - 4. To determine whether the job duties on the position description are appropriate to the classification of the position.
 - 5. To determine whether the position descriptions include: internal titles (if used), essential and marginal functions, percentages of time spent on each job duty, and appropriate coding and signatures.
 - 6. To determine whether the class code and position number is correct on each position description.
 - 7. To determine if authorized or effective dates on position descriptions fall on or after the approval date.
- VI. Findings:
 - 1. The agency was able to produce a copy of the classification delegation agreement.

2. The agency had 100% or 29 out of the 29 actions that were appropriately classified.
3. Out of the position descriptions audited the following was noted:
 - **Appropriate coding and signatures**
 - 100% or 29 out of the 29 had the appropriate coding and signatures
 - **Appropriate class code and position number**
 - 100% or 29 out of the 29 had the class code and position number.
 - **FLSA designation**
 - 100% or 29 out of the 29 actions audited had the FLSA designation
 - **State minimum training and experience**
 - 100% or 29 out of the 29 actions audited had minimum training and experience that at least met the State minimum classification specification
 - **Essential and marginal functions**
 - 100% or 29 out of the 29 actions audited had essential and marginal functions designated.
 - **Percentages of time spent on each job duty**
 - 100% or 29 out of the 29 actions audited had percentages of time that equaled 100%.
4. The agency had 100% or 29 out of the 29 actions audited that were approved before or on the effective date.
5. 0% or 0 out of the 29 classification actions audited were missing position descriptions.

VII. Recommendation(s):

- **PD/State Specification Comparison**
 - No Recommendations.
- **Minimum Training and Experience**
 - No Recommendations.
- **Essential & Marginal Functions**
 - No Recommendations.
- **Job Functions**
 - No Recommendations.
- **Coding & Signatures**
 - No Recommendations.
- **FLSA**
 - No Recommendations.
- **Class Code & Position #**
 - No Recommendations.

- Approval Dates & Effective Dates
 - No Recommendations.
- Missing Delegated Position Descriptions
 - No Recommendations.
- Agency maintain copy of classification delegation agreement
 - No Recommendations.

VIX Summary:

Agency should continue with the current process for maintaining the proper documentation for classification actions. It appears that the decisions made by the agency during this audit period regarding reclassification actions are sound. The agency is in compliance with the classification delegation agreement. Excellent audit results.