

CLASSIFICATION DELEGATION AUTHORITY
School for the Deaf and the Blind
June 7, 2017

- I. Audit Period: July 1, 2015 through June 30, 2016
- II. Auditors: *Christopher D. Greggs*
- III. Delegated Reclassification Actions: Printouts on file with DSHR

Total Number of Reclassifications: 21
Total Number of Actions Audited: 21
- IV. Sampling Size: 100%
- 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 the job duties on the position description are appropriate to the classification of the position.
 - 4. 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.
 - 5. To determine whether the class code and position number is correct on each position description.
 - 6. To determine if authorized or effective dates on position descriptions fall on or after the approval date.
 - 7. To determine whether recommendations from previous audits have been implemented.
- VI. Findings:
 - 1. The agency was able to produce a copy of the classification delegation agreement.

2. The agency had 100% or 21 out of the 21 actions that were appropriately classified.
3. Out of the position descriptions audited the following was noted:
 - **Appropriate Coding and Signatures**: 100% or 21 out of the 21 had the appropriate coding and signatures.
 - **Appropriate Class Code and Position Number**: 100% or 21 out of the 21 had the class code and position number.
 - **FLSA Designation**: 100% or 21 out of the 21 actions audited had the FLSA designation.
 - **State Minimum Training and Experience**: 100% or 21 out of the 21 actions audited had minimum training and experience that at least met the State minimum classification specification.
 - **Essential and Marginal Functions**: 100% or 21 out of the 21 actions audited had essential and marginal functions designated.
 - **Percentages of Time Spent on Each Job Duty**: 100% or 21 out of the 21 actions audited had percentages of time that equaled 100%.
4. The agency had 100% or 21 out of the 21 actions audited that were approved before or on the effective date.
5. 0% or 0 out of the 21 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 Number**: No Recommendations.
- **Approval Dates & Effective Dates**: No Recommendations.
- **Missing Delegated Position Descriptions**: No Recommendations.
- **Agency Maintains Copy of Classification Delegation Agreement**: No Recommendations.

VIII. Summary:

It appears that the decisions made by the agency during this audit period regarding classification actions are sound. The agency is in compliance with the classification delegation agreement. Excellent audit results.

HIRE ABOVE MINIMUM DELEGATION AUTHORITY
School for the Deaf and the Blind
June 7, 2017

- I. Audit Period Covered: July 1, 2015 – June 30, 2016
- II. Auditors: *Christopher D. Greggs*
- III. Delegated Hire Above Minimum Actions: Printouts on file with DSHR
- Number Hired Above Minimum: 21
Number of Actions Audited: 21
- IV. Sampling Size: 100%
- 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 proper documentation exists for each hire above minimum action, to include:
 - A completed employment application with dates of employment
 - Position title and class code to include internal title, if used
 - Pay band and salary range
 - 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
 4. To determine whether actions are approved prior to the hire date of the applicant.
 5. To determine whether actions are true new hires, or whether another action code, such as promotion, demotion, or transfer is appropriate.

6. 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 21 hire above minimum actions audited.
 - **Completed Application Including Employment Dates:** 100% or 21 out of the 21 actions audited had a completed application including employment dates.
 - **Title/Class (including internal title):** 100% or 21 out of the 21 actions audited had the title/class.
 - **Pay Band/Salary Range:** 100% or 21 out of the 21 actions audited had the pay band and salary range, including midpoint.
 - **Proposed Salary:** 100% or 21 out of the 21 actions audited had the proposed salary.
 - **Average Salary Data:** 100% or 21 out of the 21 actions audited had average salary data.
 - **Justification Statement of HAM:** 100% or 21 out of the 21 actions audited had an adequate justification statement.
 - **Approval Date on or Prior to Hire Date:** 100% or 21 out of the 21 actions audited had the approval date on or prior to the hire date.
 - **Authorized Signature & Approval Date:** 100% or 21 out of the 21 actions audited had an authorized signature and/or approval date.
 - **New hires coded appropriately:** 100% or 21 out of the 21 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.
- **Proposed Salary Above Minimum:** No Recommendations.
- **Average Salary Data:** No Recommendations.
- **Justification Statement of HAM:** 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.

VIII. Summary:

It appears that the decisions made by the agency during this audit period regarding hire above minimum actions are sound. We appreciate the continued dedication to maintaining sound documentation for these records. Excellent audit results.

TEMPORARY SALARY ADJUSTMENT DELEGATION AUTHORITY
School for the Deaf and the Blind
June 7, 2017

- I. Audit Period Covered: July 1, 2015 – June 30, 2016
- II. Auditors: *Christopher D. Greggs*
- III. Delegated Temporary Salary Adjustment Actions: Printouts on file with OHR
- Number of Temporary Salary Adjustments: 1
Number of Actions Audited: 1
- IV. Sampling Size: 100%
- V. Purpose of Audit:
1. To determine if internal procedures are established for the review and documentation of delegated temporary salary adjustment actions.
 2. To determine if the agency maintains an approved copy of the temporary salary adjustment delegation agreement and all other correspondence related to its temporary salary adjustment delegation program.
 3. To determine whether proper documentation exists for each temporary salary adjustment, to include:
 - Employee Name
 - Current Class Title
 - Current Salary
 - Amount or % increase of the temporary salary adjustment
 - Justification of additional responsibilities
 - Effective Date
 - Duration (* Not to exceed one year)
 - Approval Signature and Date
 4. To determine whether actions are approved prior to the employee receiving a temporary salary adjustment.
 5. To determine whether an extension of the temporary salary adjustment beyond one year has OHR approval prior to the expiration date of the adjustment.
- VI. Findings:

1. The agency was able to produce its copy of the temporary salary adjustment delegation agreement.
2. This section summarizes the documentation for each temporary salary adjustment action. There was a total of 1 temporary salary adjustment action audited.
 - **Employee Name**: 100% or 1 out of the 1 actions audited had completed documentation including employee's name.
 - **Title/Class (including internal title)**: 100% or 1 out of the 1 actions audited had the title/class.
 - **Employee's Current Salary**: 100% or 1 out of the 1 actions audited had the employee's current salary.
 - **Proposed Salary & Percentage Above Minimum**: 100% or 1 out of the 1 actions audited had the proposed salary and percentage.
 - **Justification of Additional Responsibilities**: 100% or 1 out of the 1 actions audited had an adequate justification statement of additional responsibilities.
 - **Effective Date**: 100% or 1 out of the 1 actions audited had the effective date of the temporary salary adjustment.
 - **Duration**: 100% or 1 out of the 1 actions audited had the duration of not to exceed one year.
 - **Authorized Signature & Approval Date**: 100% or 1 out of the 1 actions audited had an authorized signature and/or approval date.

VII. Recommendations:

- **Employee Name**: No recommendations.
- **Title/Class (including internal title)**: No recommendations.
- **Employee's Current Salary**: No recommendations.
- **Proposed Salary & % Above Minimum**: No recommendations.
- **Justification Statement of TSA**: No recommendations.
- **Effective Date**: No recommendations.
- **Duration**: No recommendations.
- **Authorized Signature & Approval Date**: No recommendations.

VIII. Summary:

It appears that the decisions made by the agency during this audit period regarding temporary salary adjustment actions are sound. The agency is in compliance with the temporary salary adjustment delegation agreement. Excellent audit results.