

DEPARTMENT OF ADMINISTRATIVE SERVICES
CLASSIFICATION AUDIT REPORT
HEALTH STUDY (NURSES)



HR Audit Program

Human Resource Services Division

December 4, 2008

SUMMARY

This audit reviewed state agencies' allocations to the new classifications available in the Health Classification Study (Nurses). This audit involved 16 new classifications in the nursing field such as Licensed Practical Nurse, Registered Nurse, Advance Practice Nurse, Nurse Manager, and Health Facilities Surveyor. There were 777 total allocations for this study that are scheduled to become effective in the fall 2009.

We reviewed a sample of 259 positions in five agencies: Department of Human Services, Department of Corrections, Oregon Youth Authority, Department of Education, and Board of Nursing. We also reviewed the Fair Labor Standards Act (FLSA) and service type designations for each position.

We found all 259 positions were allocated to the appropriate classification and were assigned to the correct type of state service. Seventy-one percent of the positions were designated appropriately under the FLSA.

BACKGROUND

Beginning in the summer of 2007, the Department of Human Services, Department of Corrections, Oregon Youth Authority, Department of Education, and Board of Nursing began discussions with the Department of Administrative Services Classification and Compensation staff to review classification specifications for health care (specifically direct care) positions. The Human Resource Services Division, Classification and Compensation Section, served as a resource and monitored the progress of this group of classifications recommending and modifying descriptions as needed.

Revised classification specifications were developed and reviewed by the five agencies' human resource management staff. Once the classification specifications were final, the five agencies allocated positions to the new class specifications.

REFERENCES

Under HRSD State Policy 30.000.01, Position Management, state agency appointing authorities are responsible for ensuring that each position is allocated to the most appropriate classification within the state classification plan. The Policy also states that appointing authorities are responsible for determining the accurate statutory assignment or representation for each position. HRSD State Policy 20.005.20 – Fair Labor Standards Act, requires state agency appointing authorities to determine the status (exempt or nonexempt for overtime) of each employee using the Department of Labor and Bureau of Labor and Industries guidelines. ORS 240.195, 240.200, 240.205, 240.210, 240.212, and 243.650 define the categories to which state positions are assigned.

ORS 240.215 outlines the responsibilities of the Human Resource Services Division and state agencies relative to maintaining and using a statewide position classification plan. This statute also provides authority for the HR Audit Program to perform post-audit reviews of agencies' allocations to classifications.

AUDIT SCOPE

In July 2008, we began reviewing a sample of the state agencies' allocations of positions to new classifications in the Health Classification Study (Nurses). We reviewed a sample of 259 positions from the five agencies involved in the study. We determined if each position was 1) allocated to the most appropriate classification, 2) designated appropriately under the Fair Labor Standards Act (FLSA), and 3) assigned to the appropriate type of state service.

AUDIT METHODOLOGY

Data used in this audit was obtained from the HRSD Classification and Compensation Section's database and from the statewide Position and Personnel DataBase (PPDB). The PPDB was used to identify the service type and FLSA status for each selected position.

A sample of 259 positions was selected from the 777 allocated positions. Additional criteria used to select sampled positions included at least one combination "from/to" for each classification and at least 10% of each agency's allocations. We informed the agencies of the review and requested any missing documentation. We then reviewed the documentation and issued preliminary findings. The agencies responded with any additional information. We evaluated the additional information and made final determinations on the classification allocations, FLSA designations, and service type. We sent final position allocation decisions to the agencies and HRSD Classification and Compensation Section.

SUMMARY OF FINDINGS

Our review of the 259 positions resulted in the following findings:

- Two hundred fifty-nine of the audited positions (100%) were allocated to the most appropriate classification.
- One hundred eighty-three of the audited positions (71%) were designated appropriately under the FLSA.
- Two hundred fifty-nine of the audited positions (100%) were designated to the appropriate type of state service.

In November 2008 we sent individual reports of the final findings to the agencies in the study.

This audit was conducted by staff of the HR Audit Program of the Human Resource Services Division (HRSD) in the Department of Administrative Services (DAS) in accordance with the requirements of ORS 240.311 (1) and HRSD Statewide Policy 10.025.01.