



TO: Rebecca Kopcienski, PRC Administrator

FROM: Sara E. DeCaro, PRC Staff Attorney

DATE: January 15, 2015

RE: 2014 SAP Audit Follow-Up

As a follow-up to the SAP Audit conducted in 2014 I performed a spot check of the SAP data to determine whether the recommendations in the Audit have been implemented.

The documents I reviewed were: the 2014 SAP Audit report, the June 27, 2014 PRC Audit Response from former Director Elise Hara and the SAP report file name prc20141101.xls.

The data revealed the following:

- Two employees still have the title “Engineer PW” – which as I explained in the Audit Report is problematic because FLSA status is determined by whether someone is an Engineer 1, 2, 3, or 4. Employee last names – Vigh and Miller.
- Civil Service status for the following employees (by last name) remains incorrect:
 - Senior Clerk Fiscal Office – Hanna
 - Forensic Scientist – Kaspar
 - Pathologist – Keep
 - Network Support Technician – Lingertat
 - Records Management Supervisor – Kost
 - Senior Administrative Officer – Smotek
 - Assistant Law Director – Averyhart, Boatwright

- Position missing from class plan:
 - Nurse Director – Bragg
 - PT/Chaplain- Walters, Givens, Aitken, Thiel
 - Investigator Assistant (HR) - Leslie

- Variations in Job Title – Ms. Hara indicated that a review of all current employee classification titles and civil service status was going to be completed within 60 days. We have not received any indication as to whether this review was performed as pledged.

- Unclassified Positions Job Descriptions – we still have not been provided all job descriptions.