



***Additional Appointments Review  
Summary Report  
for the  
Department of Social Services  
May 2013***

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## ***Summary Report – Department of Social Services May 2013***

California Department of Human Resources (CalHR) reviewed the documentation Department of Social Services (DSS) provided. In conducting the review, CalHR requested and reviewed the following documentation provided by DSS and the State Controller's Office (SCO): 1) employment and pay history; 2) duty statements; 3) organizational charts; and 4) timesheets. CalHR held discussions with DSS to clarify specific individual employee appointments. At times, these discussions resulted in additional documentation clarifying the appointments and pay.

The review found that as of January 11, 2013, DSS had 101 managers or supervisors who held an additional appointment in a rank-and-file position. CalHR reviewed the proper use of these additional appointments and the accuracy of the salary paid.

In addition, CalHR also reviewed employees who are exempt from the Fair Labor Standards Act's (FLSA) overtime requirements in their primary position to determine whether their status as exempt employees was altered by the additional appointment.

CalHR's review of DSS' additional positions is now complete. On May 8, 2013, a meeting was held with DSS to explain and discuss CalHR's initial findings and recommendations. A copy of CalHR's draft report and a detailed list of the additional appointments was provided to DSS, a copy of which is also attached to this report.

DSS was given 24 hours to identify any of their concerns with the draft report and to provide any supplemental information for CalHR's consideration prior to CalHR finalizing the report. Over the next sixty (60) days, CalHR will continue to work with DSS on their corrective action plan that is described in further detail below.

### ***Summary of General Findings***

The following is a summary of CalHR's findings incorporating DSS' responses to the proper use of the positions and pay inconsistencies as of January 2013:

- DSS' justification for the additional appointments is that the vast majority of additional appointments are to positions that are 100% federally funded and the Social Security Administration (SSA) has had a hiring freeze since November 2010 which caused a backlog of over 50,000 claims for the existing staff due to open vacancies. SSA has authorized overtime during certain periods of time for current employees to address the additional workload.

While this may be true and viable for rank-and-file to work overtime in their current classification, it is improper for a supervisor or manager to have an additional appointment within the classification that reports to that manager. As FLSA exempt employees, managers and supervisors can be expected to work

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additional hours within their current classification in order to meet the extra workload without additional compensation.

- 101 employees in additional appointments were improper because the employees' primary positions were supervisory and the additional positions were to perform duties of their subordinate staff. On April 23, 2013, DSS was proactive and voluntarily discontinued working supervisory or managerial staff in all additional appointments.
  - To ensure the proper use of additional appointments, Personnel Management Policy and Procedures Manual (PMPPM) Section 350 states, additional appointments must be made to a distinctly different employment situation than the employee's initial appointment; typically, this would involve appointment to a different class, department or State facility.
- 22 employees did not work in their additional position in 2012.
- 48 employees in additional positions were accurately paid.
- 33 employees were paid incorrectly which resulted in the employees either overpaid or underpaid. However, as of April 2013, DSS has been proactive in auditing payments with 21 of the 33 employees' pay corrected and accurately paid.
  - The total gross estimated amount of overpayments is: \$549.60. Where there have been overpayments, DSS will begin collecting the monies from the employees.
    - Example: Clerical errors that resulted in compensating employees for more hours than actually worked.
  - The total gross estimated amount of underpayments is: \$2,256.77. As of April 2013, DSS corrected and issued employees' pay for the total estimated gross of \$1,572.25. DSS will issue warrants to employees for the remaining total estimated gross owed to employees of \$684.52.
    - Example: PLP was deducted from the employees' additional appointment when it should only be deducted from the primary position or clerical errors that resulted in compensating employees for less hours than actually worked.
- The employees who are exempt from the overtime requirements of the FLSA in their primary position retained their status as exempt employees.

A detailed list of the additional appointments reviewed can be found in Attachment A.

### ***Corrective Action Plan***

On May 16, 2013, DSS was provided a copy of CalHR's final report. A detailed list of the additional appointments reviewed was also provided to DSS and is attached to this report.

In order to ensure prospective compliance with CalHR's policies, DSS was reminded to adhere to PMLs 2013-007 and 2013-015 and is not authorized to make any additional appointments for managers and supervisors. Further, DSS was instructed to continue not working managers and supervisors in additional positions they may currently hold. DSS discontinued working supervisory and managerial staff in all additional appointments on April 23, 2013. DSS was also advised that in order to separate a permanent employee from their additional appointment, the employee must voluntarily resign.

Options for DSS to consider include:

- Contact Social Security Administration for an exemption from the hiring freeze, so additional employees can be hired to process claims.
- For extended periods of time and if specific conditions are met, Arduous Pay may be considered for supervisors and managers if the situation is covered in Pay Differential 62. Arduous Pay – Pay Differential 62 provides compensation to excluded employees that are exempt from FLSA who meet specific conditions and upon approval of the appointing authority (See PML 2013-006).
- Mandatory overtime when funding permits for rank-and-file employees in the appropriate classifications.
- Limited-term appointments when there is a management need to address backlogs and funding is available.
- Temporary reassignments when employees in similar classifications may be reassigned to perform work in different program areas.
- Training and development (T&D) assignments may be considered when there is a management need to address work backlog and existing staffing is inadequate to meet the needs. T&D assignments require that the new assignment be outside of the employee's current promotional path. T&D assignments are limited to 2 years.
- Acting assignments may be authorized pursuant to State Personnel Board (SPB) Rule 302.3 to make emergency appointments on an acting basis to established

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positions for 20 to 60 working days. These appointments shall meet a specific and reasonable operational need and involve a substantial change in duties.

DSS is to process personnel employment history and payroll documentation to correct underpayments or overpayments. In addition, DSS is to ensure that salary payments for time worked in the additional appointment and overtime are made according to salary rules, the FLSA, and in accordance with attendance and payroll processing procedures.

To minimize the error rates for appointments and payment of employees in the future, DSS' Chief of Human Resources is to ensure that all staff are adequately trained and provided periodically with refresher training. DSS is to develop and implement internal audit programs to ensure standardized methods of personnel processing are used within their department.

In addition, CalHR will continue to work with DSS to correct the current additional positions and pay inconsistencies outlined in the attached list and will provide training as necessary. DSS is reminded to utilize all available resources to ensure proper appointments are made according to civil service laws, rules and policies.

Suggested training topics include:

- Attendance Timesheet Documentation, Processing and Auditing
- Employment History Documentation and Processing
- Payroll Documentation and Processing

All corrective actions as discussed with DSS and outlined in the attached listing are due to be completed by DSS and reported to CalHR within 60 calendar days from the date of this report.

### ***Conclusion***

CalHR would like to express our thanks to all of the DSS staff for your cooperation.

Questions and all responses regarding this report should be directed to CalHR Personnel Services Branch, Kim Herlache at [kim.herlache@calhr.ca.gov](mailto:kim.herlache@calhr.ca.gov) or at 916-324-9411.

Attachment A – Additional Appointments Review Findings

CIVIL SERVICE EMPLOYEES WITH ADDITIONAL POSITIONS IN THE SAME DEPARTMENT, WHERE THE PRIMARY POSITION IS NOT RANK AND FILE  
 SORTED BY DEPARTMENT, PRIMARY POSITION  
 DATA AS OF 1/11/2013  
 AUDIT FINDINGS AS OF 4/15/2013

DEPARTMENT NAME	PSN SEQ	TIME BASE	APPT TENURE	CBID	WWG	PAY FREQ	PRIMARY PSN	POSITION NUMBER	CLASS TITLE	MONTHLY SALARY TOTAL	HOURLY RATE TOTAL	Proper Use of Additional Appointment	Why the Additional Appointment was properly or improperly used?	DID NOT WORK IN 2012	NO PAY DISCREPANCIES	PAY DISCREPANCIES - ESTIMATED GROSS UNDER PAYMENTS	PAY DISCREPANCIES ESTIMATED GROSS OVER PAYMENTS
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-959-8424-012	DIS EV SVS AD I	\$5,623.60							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-995-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff			\$105.83 Corrected	
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-982-8424-008	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-982-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff	X			
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-959-8424-015	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-995-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff			\$90.09 Corrected	
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-914-8424-021	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	03	INT	P	R01	2	M		800-971-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff			\$15.43 Corrected	
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-964-8424-010	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-976-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-954-8424-002	DIS EV SVS AD I	\$5,623.60							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-975-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff			\$41.12 Corrected	
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-969-8424-004	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	03	INT	P	R01	2	M		800-976-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff Manager performing duties of subordinate staff	X			
SOCIAL SERVICES	04	INT	P	R01	2	M		800-996-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-920-8424-012	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-972-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff			\$92.08 Corrected	
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-950-8424-003	DIS EV SVS AD I	\$5,341.28							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-975-5367-910	D EV ANLYST III		\$25.42	No	Manager performing duties of subordinate staff			\$25.03 Corrected	
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-901-8424-002	DIS EV SVS AD I	\$5,843.93							

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SOCIAL SERVICES	03	INT	P	R01	2	M		800-902-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-935-8425-001	DIS EV SVS AD II	\$6,416.21							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-993-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff	X			
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-945-8424-005	DIS EV SVS AD I	\$5,623.60							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-997-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-910-8425-003	DIS EV SVS AD II	\$6,416.21							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-971-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff	X			
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-981-8424-007	DIS EV SVS AD I	\$5,623.60							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-981-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff	X			
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-924-8424-003	DIS EV SVS AD I	\$5,410.91							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-972-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff			\$66.33 Corrected	
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-954-8424-006	DIS EV SVS AD I	\$5,101.88							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-975-5367-910	D EV ANLYST III		\$26.70	No	Manager performing duties of subordinate staff			\$34.51 Corrected	
SOCIAL SERVICES	03	FT	P	S01	E	M	Y	800-969-8424-011	DIS EV SVS AD I	\$5,341.28							
SOCIAL SERVICES	04	INT	P	R01	2	M		800-996-5367-910	D EV ANLYST III		\$26.94	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-972-8424-001	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-972-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff			\$54.34 Corrected	\$123.40
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-964-8424-014	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-976-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff				\$246.80
SOCIAL SERVICES	01	FT	L	S01	E	M	Y	800-954-8424-015	DIS EV SVS AD I	\$5,355.59							

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SOCIAL SERVICES	02	INT	P	R01	2	M		800-975-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff	X			
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-965-8424-002	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-996-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-934-8424-019	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-931-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff	X			
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-914-8424-012	DIS EV SVS AD I	\$5,623.60							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-911-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	02	FT	P	S01	E	M	Y	800-954-8424-012	DIS EV SVS AD I	\$5,623.60							
SOCIAL SERVICES	03	INT	P	R01	2	M		800-975-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff			\$43.62 Corrected	
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-995-8424-001	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-995-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff			\$20.59 Corrected	
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-905-8424-015	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	03	INT	P	R01	2	M		800-994-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-934-8424-003	DIS EV SVS AD I	\$5,623.60							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-931-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-934-8424-005	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-931-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-959-8424-009	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	04	INT	P	R01	2	M		800-956-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff			\$138.72	
SOCIAL SERVICES	01	FT	L	S01	E	M	Y	800-969-8424-009	DIS EV SVS AD I	\$5,101.88							

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SOCIAL SERVICES	02	INT	P	R01	2	M		800-996-5367-910	D EV ANLYST III		\$29.39	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	M01	E	M	Y	800-982-8426-001	DIS EV SVS AD III	\$7,128.70							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-971-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff	X			
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-905-8424-007	DIS EV SVS AD I	\$5,623.60							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-994-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-901-8424-001	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-994-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff	X			
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-976-8424-004	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	03	INT	P	R01	2	M		800-976-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff			\$385.63	
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-969-8424-003	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-996-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-969-8424-005	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-996-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-940-8424-005	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-974-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-975-8424-003	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-975-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff	X			
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-934-8424-010	DIS EV SVS AD I	\$5,623.60							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-931-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-939-8424-004	DIS EV SVS AD I	\$5,843.93							

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SOCIAL SERVICES	02	INT	P	R01	2	M		800-993-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff			\$28.60 Corrected	
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-930-8425-001	DIS EV SVS AD II	\$6,135.80							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-931-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-905-8424-003	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-994-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-944-8424-009	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-993-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff	X			
SOCIAL SERVICES	03	INT	P	R01	2	M		800-974-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff	X			
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-924-8424-111	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-972-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-964-8424-019	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	03	INT	P	R01	2	M		800-976-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff			\$27.86 Corrected	
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-905-8424-910	DIS EV SVS AD I	\$4,858.66							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-994-5367-910	D EV ANLYST III		\$29.39	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-954-8424-017	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-975-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff			\$26.46 Corrected	
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-964-8424-016	DIS EV SVS AD I	\$5,623.60							
SOCIAL SERVICES	03	INT	P	R01	2	M		800-976-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff			\$370.20 Corrected	
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-924-8424-001	DIS EV SVS AD I	\$5,843.93							

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 DATA AS OF 1/11/2013  
 AUDIT FINDINGS AS OF 4/15/2013

DEPARTMENT NAME	PSN SEQ	TIME BASE	APPT TENURE	CBID	WWG	PAY FREQ	PRIMARY PSN	POSITION NUMBER	CLASS TITLE	MONTHLY SALARY TOTAL	HOURLY RATE TOTAL	Proper Use of Additional Appointment	Why the Additional Appointment was properly or improperly used?	DID NOT WORK IN 2012	NO PAY DISCREPANCIES	PAY DISCREPANCIES - ESTIMATED GROSS UNDER PAYMENTS	PAY DISCREPANCIES ESTIMATED GROSS OVER PAYMENTS
SOCIAL SERVICES	02	INT	P	R01	2	M		800-972-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff			\$20.02	
SOCIAL SERVICES	01	FT	L	S01	E	M	Y	800-959-8424-001	DIS EV SVS AD I	\$5,143.84							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-995-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff			\$105.83	
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-965-8424-001	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-996-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	02	FT	P	S01	E	M	Y	800-935-8424-009	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	03	INT	P	R01	2	M		800-993-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff			\$38.60 Corrected	
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-935-8424-006	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-993-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff			\$63.64 Corrected	
SOCIAL SERVICES	02	FT	P	S01	E	M	Y	800-940-8424-006	DIS EV SVS AD I	\$5,682.74							
SOCIAL SERVICES	03	INT	P	R01	2	M		800-974-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-965-8424-003	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-996-5367-910	D EV ANLYST III		\$29.39	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-939-8424-021	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-993-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff			\$64.36 Corrected	
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-960-8424-002	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-976-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff				\$2.70
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-924-8424-117	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-972-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff			\$34.32	
SOCIAL SERVICES	01	FT	L	S01	E	M	Y	800-914-8424-910	DIS EV SVS AD I	\$5,355.59							

CIVIL SERVICE EMPLOYEES WITH ADDITIONAL POSITIONS IN THE SAME DEPARTMENT, WHERE THE PRIMARY POSITION IS NOT RANK AND FILE  
 SORTED BY DEPARTMENT, PRIMARY POSITION  
 DATA AS OF 1/11/2013  
 AUDIT FINDINGS AS OF 4/15/2013

DEPARTMENT NAME	PSN SEQ	TIME BASE	APPT TENURE	CBID	WWG	PAY FREQ	PRIMARY PSN	POSITION NUMBER	CLASS TITLE	MONTHLY SALARY TOTAL	HOURLY RATE TOTAL	Proper Use of Additional Appointment	Why the Additional Appointment was properly or improperly used?	DID NOT WORK IN 2012	NO PAY DISCREPANCIES	PAY DISCREPANCIES - ESTIMATED GROSS UNDER PAYMENTS	PAY DISCREPANCIES ESTIMATED GROSS OVER PAYMENTS
SOCIAL SERVICES	02	INT	P	R01	2	M		800-971-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-939-8424-024	DIS EV SVS AD I	\$5,843.93			Manager performing duties of subordinate staff				
SOCIAL SERVICES	02	INT	P	R01	2	M		800-993-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-934-8424-001	DIS EV SVS AD I	\$5,843.93			Manager performing duties of subordinate staff				
SOCIAL SERVICES	02	INT	P	R01	2	M		800-931-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-964-8424-005	DIS EV SVS AD I	\$5,723.60			Manager performing duties of subordinate staff				
SOCIAL SERVICES	02	INT	P	R01	2	M		800-976-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff			\$92.55 Corrected	\$176.70
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-939-8424-017	DIS EV SVS AD I	\$5,843.93			Manager performing duties of subordinate staff				
SOCIAL SERVICES	02	INT	P	R01	2	M		800-993-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-969-8424-001	DIS EV SVS AD I	\$5,843.93			Manager performing duties of subordinate staff				
SOCIAL SERVICES	02	INT	P	R01	2	M		800-996-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-973-8424-002	DIS EV SVS AD I	\$5,843.93			Manager performing duties of subordinate staff				
SOCIAL SERVICES	02	INT	P	R01	2	M		800-931-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff	X			
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-954-8424-018	DIS EV SVS AD I	\$5,843.93			Manager performing duties of subordinate staff				
SOCIAL SERVICES	02	INT	P	R01	2	M		800-975-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff			\$40.76 Corrected	
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-959-8424-010	DIS EV SVS AD I	\$5,843.93			Manager performing duties of subordinate staff				
SOCIAL SERVICES	02	INT	P	R01	2	M		800-956-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff			\$47.19 Corrected	
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-982-8424-003	DIS EV SVS AD I	\$5,843.93			Manager performing duties of subordinate staff				
SOCIAL SERVICES	04	INT	P	R01	2	M		800-982-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff	X			
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-978-8424-009	DIS EV SVS AD I	\$5,355.59			Manager performing duties of subordinate staff				

CIVIL SERVICE EMPLOYEES WITH ADDITIONAL POSITIONS IN THE SAME DEPARTMENT, WHERE THE PRIMARY POSITION IS NOT RANK AND FILE  
 SORTED BY DEPARTMENT, PRIMARY POSITION  
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 AUDIT FINDINGS AS OF 4/15/2013

DEPARTMENT NAME	PSN SEQ	TIME BASE	APPT TENURE	CBID	WWG	PAY FREQ	PRIMARY PSN	POSITION NUMBER	CLASS TITLE	MONTHLY SALARY TOTAL	HOURLY RATE TOTAL	Proper Use of Additional Appointment	Why the Additional Appointment was properly or improperly used?	DID NOT WORK IN 2012	NO PAY DISCREPANCIES	PAY DISCREPANCIES - ESTIMATED GROSS UNDER PAYMENTS	PAY DISCREPANCIES ESTIMATED GROSS OVER PAYMENTS
SOCIAL SERVICES	02	INT	P	R01	2	M		800-978-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-960-8424-009	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-976-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-969-8424-002	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-996-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-982-8424-004	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-982-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff	X			
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-996-8424-001	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-996-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff	X			
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-949-8424-005	DIS EV SVS AD I	\$5,101.88							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-997-5367-910	D EV ANLYST III		\$29.39	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-950-8424-002	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-975-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff			\$33.61 Corrected	
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-959-8424-007	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-956-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff			\$62.21 Corrected	
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-971-8424-005	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	03	INT	P	R01	2	M		800-971-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-982-8424-005	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	03	INT	P	R01	2	M		800-982-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-920-8425-003	DIS EV SVS AD II	\$6,416.21							

CIVIL SERVICE EMPLOYEES WITH ADDITIONAL POSITIONS IN THE SAME DEPARTMENT, WHERE THE PRIMARY POSITION IS NOT RANK AND FILE  
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DEPARTMENT NAME	PSN SEQ	TIME BASE	APPT TENURE	CBID	WWG	PAY FREQ	PRIMARY PSN	POSITION NUMBER	CLASS TITLE	MONTHLY SALARY TOTAL	HOURLY RATE TOTAL	Proper Use of Additional Appointment	Why the Additional Appointment was properly or improperly used?	DID NOT WORK IN 2012	NO PAY DISCREPANCIES	PAY DISCREPANCIES - ESTIMATED GROSS UNDER PAYMENTS	PAY DISCREPANCIES ESTIMATED GROSS OVER PAYMENTS
SOCIAL SERVICES	02	INT	P	R01	2	M		800-972-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff	X			
SOCIAL SERVICES	02	FT	P	S01	E	M	Y	800-949-8424-002	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	03	INT	P	R01	2	M		800-997-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-905-8424-004	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-994-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-910-8424-004	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-971-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	2	M	Y	800-914-8424-017	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-971-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-939-8424-016	DIS EV SVS AD I	\$5,623.60							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-993-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff			\$30.76 Corrected	
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-949-8424-008	DIS EV SVS AD I	\$5,101.88							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-997-5367-910	D EV ANLYST III		\$29.39	No	Manager performing duties of subordinate staff	X			
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-993-8424-001	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-993-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff	X			
SOCIAL SERVICES	01	FT	L	S01	E	M	Y	800-944-8424-910	DIS EV SVS AD I	\$5,355.59							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-974-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff	X			
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-944-8424-026	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	03	INT	P	R01	2	M		800-974-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-954-8424-016	DIS EV SVS AD I	\$5,843.93							

CIVIL SERVICE EMPLOYEES WITH ADDITIONAL POSITIONS IN THE SAME DEPARTMENT, WHERE THE PRIMARY POSITION IS NOT RANK AND FILE  
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 DATA AS OF 1/11/2013  
 AUDIT FINDINGS AS OF 4/15/2013

DEPARTMENT NAME	PSN SEQ	TIME BASE	APPT TENURE	CBID	WWG	PAY FREQ	PRIMARY PSN	POSITION NUMBER	CLASS TITLE	MONTHLY SALARY TOTAL	HOURLY RATE TOTAL	Proper Use of Additional Appointment	Why the Additional Appointment was properly or improperly used?	DID NOT WORK IN 2012	NO PAY DISCREPANCIES	PAY DISCREPANCIES - ESTIMATED GROSS UNDER PAYMENTS	PAY DISCREPANCIES ESTIMATED GROSS OVER PAYMENTS
SOCIAL SERVICES	02	INT	P	R01	2	M		800-975-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff			\$29.31 Corrected	
SOCIAL SERVICES	02	FT	P	S01	E	M	Y	800-930-8424-004	DIS EV SVS AD I	\$5,623.60							
SOCIAL SERVICES	03	INT	P	R01	2	M		800-931-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-982-8424-007	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	03	INT	P	R01	2	M		800-982-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	02	FT	P	S01	E	M	Y	800-914-8424-022	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	03	INT	P	R01	2	M		800-971-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-959-8424-004	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-995-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff	X			
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-949-8424-006	DIS EV SVS AD I	\$5,101.88							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-997-5367-910	D EV ANLYST III		\$29.39	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-910-8424-005	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	03	INT	P	R01	2	M		800-911-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-939-8424-013	DIS EV SVS AD I	\$5,843.93							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-993-5367-910	D EV ANLYST III		\$29.42	No	Manager performing duties of subordinate staff			\$27.17 Corrected	
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-949-8424-003	DIS EV SVS AD I	\$5,355.59							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-997-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-977-8424-007	DIS EV SVS AD I	\$5,341.28							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-977-5367-910	D EV ANLYST III		\$30.77	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	02	FT	P	S01	E	M	Y	800-930-8424-002	DIS EV SVS AD I	\$5,943.93							

CIVIL SERVICE EMPLOYEES WITH ADDITIONAL POSITIONS IN THE SAME DEPARTMENT, WHERE THE PRIMARY POSITION IS NOT RANK AND FILE  
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 AUDIT FINDINGS AS OF 4/15/2013

DEPARTMENT NAME	PSN SEQ	TIME BASE	APPT TENURE	CBID	WWG	PAY FREQ	PRIMARY PSN	POSITION NUMBER	CLASS TITLE	MONTHLY SALARY TOTAL	HOURLY RATE TOTAL	Proper Use of Additional Appointment	Why the Additional Appointment was properly or improperly used?	DID NOT WORK IN 2012	NO PAY DISCREPANCIES	PAY DISCREPANCIES - ESTIMATED GROSS UNDER PAYMENTS	PAY DISCREPANCIES ESTIMATED GROSS OVER PAYMENTS
SOCIAL SERVICES	03	INT	P	R01	2	M		800-931-5367-910	D EV ANLYST III		\$30.85	No	Manager performing duties of subordinate staff	X			
SOCIAL SERVICES	01	FT	L	S01	E	M	Y	800-914-8424-020	DIS EV SVS AD I	\$5,101.88							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-911-5367-910	D EV ANLYST III		\$29.39	No	Manager performing duties of subordinate staff		X		
SOCIAL SERVICES	01	FT	P	S01	E	M	Y	800-944-8424-027	DIS EV SVS AD I	\$5,341.28							
SOCIAL SERVICES	02	INT	P	R01	2	M		800-974-5367-910	D EV ANLYST III		\$30.77	No	Manager performing duties of subordinate staff		X		