

additional offices, necessary to provide vital coordinative functions in relation to corrective action and audits would be added. The first, the Office of Corrective Action, would be responsible for the coordination of all activities, projects and procedures related to error rate reduction efforts. The Office would be headed by a Director, report to the Executive Director and supervise two corrective action analysts and two secretaries. This office would be primarily responsible for error rate reduction efforts mandated under P.L. 97-248.

The second, the Office of Legislative and Audit Liaison would combine the existing legislative liaison function, formerly located in the Office of Administrative Services, with a new audit liaison function. This Office would provide a point of central accountability for controlling all audits, responding to external audits as well as conducting internal audits and performance reviews of local departments of social services. The internal audit function is being established as a result of a recommendation by the State's Legislative Auditor. Staff in this office would also serve as the coordinating unit for legislative activities including the preparation of testimony, fiscal notes, and analysis of legislation. The Office will be administered by a Director reporting to the Executive Director; the Director will supervise an accountant auditor.

Approval is sought solely on the revised IMA structure. It is clearly understood by the Department that your approval is not a commitment for additional positions or reclassifications. We understand that any such positions must proceed through the regular DOP and DBFP processes.

The plan has been reviewed and approved by the Office of the Attorney General for conformity with the requirements of Article 41, Sec. 15CB.

Please advise if there are any questions. Your consideration of this request is appreciated.

Sincerely,
Kalman R. Hettleman

cc: Gerry Aronin
Ernestine Jones
Joel Rabin

EXECUTIVE ORDER OF JANUARY 17, 1983