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A Classification Compliance Review Report on the State's Program Specialist Positions

July 13, 2009

Members of the Legislative Audit Committee:

The State Auditor's Office's State Classification Team reviewed 1,129 program specialist positions and other positions performing similar work at 51 agencies and determined that 926 (82.0 percent) of these positions should remain in their current job classification. Agencies took appropriate action in resolving misclassified positions and reported that they will spend approximately \$80,234 annually to properly classify these positions.

Agencies took action to appropriately classify positions identified as misclassified.

To address the 203 positions that agencies identified as being misclassified, agencies chose to:

- Reclassify 185 positions (91.1 percent) into different job classification series (for example, one position was misclassified as a program specialist position and was reclassified into a contract specialist position).
- Reclassify 13 positions (6.4 percent) within the same job classification series but at a higher salary group.
- Reclassify 2 positions (1.0 percent) within the same job classification series but at a lower salary group. These reclassifications, however, did not result in a salary decrease.
- Change the job duties of 3 positions (1.5 percent) so they could remain in their current job classification titles and be properly classified.

See Part 2 of the attachment to this letter for additional details on how agencies addressed position misclassifications.

In addition, there may be a more appropriate job classification series for 40 employees. However, these employees had salaries that were higher than the salary ranges for the job classifications that may be more appropriate for the duties they perform. Therefore, agencies were not asked to make a determination on

The Program Specialist Job Classification Series

The program specialist job classification series addresses limited situations in which an occupational-specific job classification does not exist. To be appropriately classified within this series, employees should provide consultative services and technical assistance work involving planning, developing, and implementing an agency program.

Examples of jobs within this series include combative sports event specialist and disaster recovery program analyst. Because of the nature of the positions within the program specialist job classification series, agencies should use this series on a limited basis and use more appropriate occupational titles when available.

Summary of Positions Reviewed

Job Classification Series	Number of Positions Reviewed	Number of Positions Misclassified
Program Specialist	1,125	203
Other Positions Performing Similar Work	4	0
Totals	1,129	203

Definitions

Job Classification - An individual job within a job classification series. Each job classification has a corresponding salary group assignment appropriate for the type and level of work being performed.

Job Classification Series - A hierarchical structure of jobs arranged into job classification titles involving work of the same nature but requiring different levels of responsibility.

Salary Group - A specified level within a salary schedule made up of a salary range with a minimum and maximum salary rate. Assignment of salary groups is based on the type and level of work being performed.

Reclassification - The act of changing a position from one job classification to another job classification that better reflects the level or type of work being performed.

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these positions at the time of this review. Changes to the State's Position Classification Plan for the 2010-2011 biennium will become effective September 1, 2009. Agencies should review these program specialist positions to determine whether any of the new job classifications, which will have higher salary ranges, are a better fit for the duties being performed. Table 7 on page 14 of the attachment to this letter provides additional details on these 40 positions.

Collectively, agencies will spend approximately \$80,234 annually to properly classify positions.

In most cases, agencies reclassified positions without changing employee salaries; however, agencies reported that, as a result of reclassifications, 19 positions will be receiving salary increases ranging from \$47.60 to \$36,667.00 annually. No salaries were decreased as a result of this review.

The average salary for program specialists within the scope of this review was above the statewide average salary for the second quarter of fiscal year 2009 for Salary Schedule B (which primarily covers professional and managerial positions).

After the reclassifications that resulted from this review were completed, the \$54,655 average salary of the individuals who remained in the program specialist classification was above the \$47,664 statewide average salary for individuals paid according to Salary Schedule B (which primarily covers professional and managerial positions) for the second quarter of fiscal year 2009. See Part 3 of the attachment to this letter for additional details on salaries by agency.

Many program specialists perform program work in education.

Program specialist positions cross many career fields. For this review, the State Auditor's Office's State Classification Team asked employees to identify the career field that best describes the type of work they perform the majority of time. A total of 250 program specialists identified education as their primary focus. This includes employees whose primary purpose is to develop, implement, monitor, and/or oversee educational programs.

The State Classification Team will review these positions again during fiscal year 2010 to determine whether it would be appropriate to add a new job classification series, such as educational specialist, to the State's Position Classification Plan. When appropriate, adding new job classification series provides greater consistency in pay across state agencies and helps to ensure that the Position Classification Plan reflects the duties of the position, the labor market, and the needs of state agencies. These reviews are conducted in accordance with the Position Classification Act in Texas Government Code, Chapter 654.

Importance of Proper Classification of Employee Positions

Appropriate job classifications are important in determining salary rates that are competitive for the nature of the work performed. Misclassified positions may result in an agency underpaying or overpaying employees for the nature of work being performed.

Program Specialists' Education and Experience

As of March 2009:

- Sixty-seven percent of employees classified in the program specialist job classification series had a bachelor's degree or a higher level degree.
- Employees classified in the program specialist job classification series had an average of 15 years of occupational experience.

Career Field Groupings

Career field groupings for this review were based upon work performed, skills, education, training, and credentials for the position.

Changes to the State's Position Classification Plan will become effective on September 1, 2009, and agencies should review all program specialist positions to determine whether any of the new job classification series would be more appropriate for the duties that employees within the program specialist classification series perform.

This review was conducted from March 2009 through June 2009. Changes to the State's Position Classification Plan will become effective on September 1, 2009 (see *A Biennial Report on the State's Position Classification Plan*, State Auditor's Office Report No. 09-701, October 2008). Agencies should review all new job classification series to determine whether any new job classifications would be more appropriate for positions currently classified as program specialists.

New job classification series that may be more appropriate for some of the program specialists within the scope of this review could include loan specialist, licensing and permit specialist, editor, and court coordinator.

If you have any questions, please contact Nicole Guerrero, Audit Manager, or me at (512) 936-9500.

Sincerely,

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State Auditor

Attachment



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Attachment

Part 1

Positions Reviewed

Table 1 presents a summary of the 1,129 positions reviewed at 51 agencies. The table includes a summary of program specialist positions reviewed at each agency by job classification series, as well as the number of positions that were misclassified. The “Other Classification Titles” column includes positions that agencies identified as performing program specialist work but that were classified in other job classification series (for example, Staff Services Officer).

Table 1

Summary of Employee Positions Reviewed					
Agency No.	Agency	Program Specialists	Other Classification Titles	Number of Employee Positions Reviewed	Number of Employee Positions Misclassified
212	Texas Judicial Council Office of Court Administration	66	0	66	0
243	State Law Library	1	0	1	1
303	Texas Facilities Commission	20	0	20	5
306	Library and Archives Commission	13	0	13	1
312	State Securities Board	7	0	7	3
313	Department of Information Resources	22	0	22	6
323	Teacher Retirement System	77	0	77	25
327	Employees Retirement System	40	0	40	9
332	Department of Housing and Community Affairs	78	0	78	8
333	Office of State-Federal Relations	3	0	3	0
338	Pension Review Board	3	0	3	2
347	Public Finance Authority	1	0	1	0
356	Texas Ethics Commission	1	0	1	1
357	Office of Rural Community Affairs	39	0	39	0
362	Texas Lottery Commission	60	0	60	7
370	Residential Construction Commission	18	0	18	2
401	Adjutant General's Department	16	0	16	10
403	Veterans Commission	12	0	12	1

Summary of Employee Positions Reviewed					
Agency No.	Agency	Program Specialists	Other Classification Titles	Number of Employee Positions Reviewed	Number of Employee Positions Misclassified
407	Commission on Law Enforcement Officer Standards and Education	20	0	20	6
409	Commission on Jail Standards	4	0	4	2
411	Commission on Fire Protection	8	0	8	0
448	Office of Injured Employee Counsel	7	0	7	2
450	Department of Savings and Mortgage Lending	1	0	1	0
451	Department of Banking	5	0	5	1
452	Department of Licensing and Regulation	49	0	49	5
456	Board of Plumbing Examiners	2	0	2	0
458	Alcoholic Beverage Commission	9	0	9	4
466	Office of Consumer Credit Commissioner	1	0	1	1
473	Public Utility Commission of Texas	37	0	37	5
476	Racing Commission	16	0	16	0
477	Commission on State Emergency Communications	2	0	2	0
479	State Office of Risk Management	3	0	3	1
481	Board of Professional Geoscientists	1	0	1	0
503	Texas Medical Board	10	0	10	2
504	Texas State Board of Dental Examiners	1	0	1	1
507	Texas Board of Nursing	10	0	10	7
508	Board of Chiropractic Examiners	1	0	1	0
512	Board of Podiatric Medical Examiners	0	1	1	0
515	Board of Pharmacy	8	0	8	1
542	Cancer Prevention and Research Institute of Texas	2	0	2	0
554	Animal Health Commission	7	0	7	2
578	Board of Veterinary Medical Examiners	1	0	1	1
580	Water Development Board	54	0	54	5
592	Soil and Water Conservation Board	12	0	12	0
665	Juvenile Probation Commission	16	0	16	0

Summary of Employee Positions Reviewed					
Agency No.	Agency	Program Specialists	Other Classification Titles	Number of Employee Positions Reviewed	Number of Employee Positions Misclassified
701	Texas Education Agency ^a	261	0	261	34
771	School for the Blind and Visually Impaired	7	0	7	1
772	School for the Deaf	14	0	14	7
808	Historical Commission	67	0	67	28
809	Preservation Board	11	0	11	5
813	Commission on the Arts	1	3	4	1
Totals		1,125	4	1,129	203
^a The Texas Education Agency originally had more employees within the scope of this review. The State Auditor's Office's State Classification Team will review 72 additional potential misclassifications at the Texas Education Agency during a subsequent agency-specific classification review that will be conducted in the future.					

Analysis of Misclassified Positions

Tables 2 through 5 identify by agency the employee positions that were misclassified and how the agency addressed the misclassifications. To address misclassifications, agencies chose to:

- Reclassify 185 positions into a different job classification series (see Table 2).
- Reclassify 13 positions within the same job classification series but at a higher salary group (see Table 3).
- Reclassify 2 positions within the same job classification series but at a lower salary group (see Table 4).
- Change the job duties of 3 positions so they could remain in their current job classification titles and be properly classified (see Table 5).

60 Employees Were Reclassified to Program Supervisor

Sixty employees were reclassified to a Program Supervisor job classification. These employees have supervisory responsibilities and should be counted toward the agencies' management-to-staff ratios.

To protect the confidentiality of the employees whose positions were misclassified, each employee was assigned an employee number.

Table 2 shows the 185 employee positions that agencies chose to reclassify into a different job classification series. Reclassification is a change in the classification of a position based on actual duties performed. It does not refer to a change in an employee's duty assignment.

Table 2

Positions Reclassified into Different Job Classification Series				
Agency No.	Agency	Employee Number	Former Job Classification Title	Job Classification Title After Reclassification
243	State Law Library	1	Program Specialist IV	Librarian IV
303	Texas Facilities Commission	5	Program Specialist II	Inventory and Store Specialist IV
		11	Program Specialist VII	Planner V
		23	Program Specialist V	Program Supervisor III
		25	Program Specialist I	Administrative Assistant IV
		26	Program Specialist I	Program Supervisor I
306	Library and Archives Commission	3	Program Specialist II	Information Specialist III
312	State Securities Board	1	Program Specialist VII	Programmer V
		2	Program Specialist III	Systems Support Specialist IV
		8	Program Specialist I	Human Resources Specialist III
313	Department of Information Resources	2	Program Specialist VII	Program Supervisor V
		7	Program Specialist VI	Management Analyst III

Positions Reclassified into Different Job Classification Series

Agency No.	Agency	Employee Number	Former Job Classification Title	Job Classification Title After Reclassification
		9	Program Specialist V	Quality Assurance Specialist IV
		11	Program Specialist VI	Information Specialist V
		12	Program Specialist VII	Director II
		19	Program Specialist VII	Program Supervisor V
323	Teacher Retirement System	2	Program Specialist II	Retirement Systems Benefits Specialist V
		3	Program Specialist II	Retirement Systems Benefits Specialist V
		6	Program Specialist II	Retirement Systems Benefits Specialist V
		7	Program Specialist II	Retirement Systems Benefits Specialist V
		8	Program Specialist II	Retirement Systems Benefits Specialist V
		12	Program Specialist II	Retirement Systems Benefits Specialist V
		15	Program Specialist II	Retirement Systems Benefits Specialist V
		19	Program Specialist II	Retirement Systems Benefits Specialist V
		20	Program Specialist VII	Accountant VII
		27	Program Specialist II	Retirement Systems Benefits Specialist V
		31	Program Specialist II	Retirement Systems Benefits Specialist V
		33	Program Specialist II	Retirement Systems Benefits Specialist V
		37	Program Specialist VII	Contract Administration Manager I
		41	Program Specialist II	Retirement Systems Benefits Specialist V
		44	Program Specialist II	Retirement Systems Benefits Specialist V
		53	Program Specialist II	Retirement Systems Benefits Specialist V
		55	Program Specialist II	Retirement Systems Benefits Specialist V
		56	Program Specialist II	Retirement Systems Benefits Specialist V
		57	Program Specialist II	Retirement Systems Benefits Specialist V
		58	Program Specialist VII	Accountant VII
		60	Program Specialist II	Retirement Systems Benefits Specialist V
		61	Program Specialist II	Retirement Systems Benefits Specialist V
		63	Program Specialist II	Retirement Systems Benefits

Positions Reclassified into Different Job Classification Series

Agency No.	Agency	Employee Number	Former Job Classification Title	Job Classification Title After Reclassification
		64	Program Specialist II	Specialist V Retirement Systems Benefits Specialist V
		67	Program Specialist II	Retirement Systems Benefits Specialist V
327	Employees Retirement System	2	Program Specialist V	Legal Assistant IV
		10	Program Specialist I	Retirement System Benefits Specialist IV
		22	Program Specialist I	Retirement System Benefits Specialist IV
		28	Program Specialist I	Retirement System Benefits Specialist IV
		32	Program Specialist III	Retirement System Benefits Specialist IV
		34	Program Specialist V	Legal Assistant IV
		36	Program Specialist I	Retirement System Benefits Specialist IV
332	Department of Housing and Community Affairs	48	Program Specialist I	Environmental Specialist IV
		49	Program Specialist VI	Information Specialist V
		56	Program Specialist V	Inspector VII
		57	Program Specialist III	Information Specialist III
		76	Program Specialist V	Inspector VII
		77	Program Specialist V	Environmental Specialist V
338	Pension Review Board	2	Program Specialist III	Financial Analyst I
		3	Program Specialist III	Financial Analyst I
356	Texas Ethics Commission	1	Program Specialist V	Legal Assistant IV
362	Texas Lottery Commission	4	Program Specialist IV	Financial Analyst II
		10	Program Specialist II	Investigator V
		19	Program Specialist II	Investigator V
		34	Program Specialist III	Contract Specialist III
		49	Program Specialist V	Technical Writer II
		51	Program Specialist V	Marketing Specialist IV
		60	Program Specialist II	Investigator V
370	Residential Construction Commission	4	Program Specialist I	Information Specialist III
		15	Program Specialist I	Information Specialist II
401	Adjutant General's Department	4	Program Specialist II	Program Supervisor II
		7	Program Specialist V	Program Supervisor III
		8	Program Specialist II	Engineering Specialist III
		9	Program Specialist II	Maintenance Supervisor V
		13	Program Specialist III	Program Supervisor II
		15	Program Specialist VI	Manager IV

Positions Reclassified into Different Job Classification Series

Agency No.	Agency	Employee Number	Former Job Classification Title	Job Classification Title After Reclassification
		16	Program Specialist II	Maintenance Supervisor V
403	Veterans Commission	12	Program Specialist IV	Program Supervisor III
407	Commission on Law Enforcement Officer Standards and Education	1	Program Specialist III	Investigator IV
		4	Program Specialist VI	Investigator VI
		7	Program Specialist IV	Systems Support Specialist IV
		10	Program Specialist I	Program Supervisor I
		13	Program Specialist I	Systems Support Specialist II
409	Commission on Jail Standards	1	Program Specialist III	Manager I
		2	Program Specialist I	Inspector V
448	Office of Injured Employee Counsel	2	Program Specialist V	Staff Services Officer V
		6	Program Specialist III	Administrative Assistant IV
451	Department of Banking	4	Program Specialist VII	Human Resources Specialist VI
452	Department of Licensing and Regulation	4	Program Specialist II	Executive Assistant II
		28	Program Specialist IV	Program Supervisor III
		39	Program Specialist IV	Program Supervisor III
458	Alcoholic Beverage Commission	2	Program Specialist III	Program Supervisor III
		5	Program Specialist V	Quality Assurance Specialist IV
		6	Program Specialist VII	Management Analyst III
		8	Program Specialist VII	Government Relations Specialist II
466	Office of Consumer Credit Commissioner	1	Program Specialist I	Information Specialist II
473	Public Utility Commission of Texas	8	Program Specialist IV	Economist III
		16	Program Specialist V	Economist III
		19	Program Specialist VI	Information Specialist V
		22	Program Specialist V	Economist III
		31	Program Specialist I	Information Specialist III
479	State Office of Risk Management	3	Program Specialist III	Program Supervisor II
504	Texas State Board of Dental Examiners	1	Program Specialist VII	Dentist II
507	Texas Board of Nursing	1	Program Specialist III	Nurse III
		2	Program Specialist V	Nurse IV
		5	Program Specialist VI	Nurse IV
		6	Program Specialist VI	Nurse IV
		9	Program Specialist IV	Nurse IV
		10	Program Specialist VI	Nurse IV
		11	Program Specialist VI	Nurse Practitioner
515	Board of Pharmacy	9	Program Specialist V	Executive Assistant II
578	Board of Veterinary Medical Examiners	1	Program Specialist VI	Program Supervisor IV
580	Water Development Board	1	Program Specialist VII	Program Supervisor V
		2	Program Specialist IV	Natural Resources Specialist IV

Positions Reclassified into Different Job Classification Series

Agency No.	Agency	Employee Number	Former Job Classification Title	Job Classification Title After Reclassification
		11	Program Specialist V	Program Supervisor III
		22	Program Specialist VI	Natural Resources Specialist VI
701	Texas Education Agency	14	Program Specialist II	Human Resources Specialist III
		27	Program Specialist II	Program Supervisor II
		32	Program Specialist IV	Management Analyst II
		39	Program Specialist II	Information Specialist III
		40	Program Specialist II	Contract Specialist III
		47	Program Specialist VI	Program Supervisor IV
		53	Program Specialist V	Management Analyst III
		103	Program Specialist VI	Program Supervisor IV
		106	Program Specialist VI	Program Supervisor IV
		107	Program Specialist VI	Program Supervisor IV
		121	Program Specialist VI	Program Supervisor IV
		133	Program Specialist VI	Program Supervisor IV
		134	Program Specialist II	Program Supervisor II
		141	Program Specialist IV	Program Supervisor III
		148	Program Specialist III	Program Supervisor II
		158	Program Specialist I	Staff Services Officer II
		160	Program Specialist VI	Program Supervisor IV
		174	Program Specialist V	Information Specialist IV
		176	Program Specialist VI	Program Supervisor IV
		183	Program Specialist VI	Program Supervisor IV
		184	Program Specialist VI	Program Supervisor IV
		192	Program Specialist VI	Program Supervisor IV
		193	Program Specialist VI	Contract Specialist V
		197	Program Specialist II	Information Specialist III
		203	Program Specialist II	Human Resources Specialist III
		206	Program Specialist VI	Program Supervisor IV
		215	Program Specialist VI	Program Supervisor IV
		272	Program Specialist I	Graphic Designer II
		281	Program Specialist IV	Management Analyst II
		302	Program Specialist I	Executive Assistant I
		314	Program Specialist VI	Program Supervisor IV
		315	Program Specialist VI	Program Supervisor IV
		316	Program Specialist IV	Information Specialist IV
772	School for the Deaf	6	Program Specialist IV	Program Supervisor III
		7	Program Specialist II	Program Supervisor III
		9	Program Specialist III	Program Supervisor III

Positions Reclassified into Different Job Classification Series

Agency No.	Agency	Employee Number	Former Job Classification Title	Job Classification Title After Reclassification
		10	Program Specialist IV	Program Supervisor III
		12	Program Specialist IV	Program Supervisor III
		15	Program Specialist IV	Program Supervisor III
808	Historical Commission	2	Program Specialist III	Program Supervisor II
		3	Program Specialist III	Program Supervisor II
		5	Program Specialist I	Curator I
		9	Program Specialist VI	Program Supervisor IV
		11	Program Specialist III	Program Supervisor II
		12	Program Specialist IV	Curator II
		16	Program Specialist III	Program Supervisor II
		20	Program Specialist III	Program Supervisor II
		22	Program Specialist III	Program Supervisor II
		27	Program Specialist IV	Information Specialist IV
		29	Program Specialist III	Program Supervisor II
		31	Program Specialist III	Program Supervisor II
		32	Program Specialist IV	Archeologist III
		33	Program Specialist III	Program Supervisor II
		34	Program Specialist I	Curator I
		36	Program Specialist IV	Program Supervisor IV
		40	Program Specialist I	Curator I
		42	Program Specialist III	Program Supervisor II
		46	Program Specialist III	Program Supervisor II
		48	Program Specialist III	Program Supervisor II
		52	Program Specialist I	Curator I
		53	Program Specialist I	Network Specialist II
		54	Program Specialist III	Program Supervisor II
		55	Program Specialist IV	Information Specialist IV
		59	Program Specialist I	Volunteer Services Coordinator III
		63	Program Specialist III	Program Supervisor II
		65	Program Specialist II	Executive Assistant II
		68	Program Specialist III	Program Supervisor II
809	Preservation Board	1	Program Specialist IV	Program Supervisor III
		4	Program Specialist III	Graphic Designer III
		5	Program Specialist I	Historian II
		9	Program Specialist III	Program Supervisor III
		11	Program Specialist I	Audio/Visual Technician IV
813	Commission on the Arts	1	Program Specialist IV	Grant Coordinator II

Table 3 shows the 13 employee positions that agencies reclassified within the same job classification series but at a higher salary group.

Table 3

Positions Reclassified within Their Same Job Classification Series with a Higher Salary Group				
Agency No.	Agency	Employee Number	Former Job Classification Title	Job Classification Title After Reclassification
327	Employees Retirement System	17	Program Specialist I	Program Specialist III
		23	Program Specialist II	Program Specialist III
332	Department of Housing and Community Affairs	2	Program Specialist III	Program Specialist V
		11	Program Specialist III	Program Specialist IV
401	Adjutant General's Department	11	Program Specialist I	Program Specialist IV
452	Department of Licensing and Regulation	34	Program Specialist II	Program Specialist IV
		42	Program Specialist II	Program Specialist IV
503	Texas Medical Board	1	Program Specialist II	Program Specialist IV
		2	Program Specialist III	Program Specialist IV
554	Animal Health Commission	4	Program Specialist II	Program Specialist IV
		5	Program Specialist I	Program Specialist IV
701	Texas Education Agency	236	Program Specialist III	Program Specialist IV
771	School for the Blind and Visually Impaired	4	Program Specialist III	Program Specialist IV

Table 4 shows the two positions that were reclassified within the same job classification series but at a lower salary group. The reclassifications, however, did not result in a salary decrease.

Table 4

Positions Reclassified within Their Same Job Classification Series with a Lower Salary Group				
Agency No.	Agency	Employee Number	Former Job Classification Title	Job Classification Title After Reclassification
407	Commission on Law Enforcement Officer Standards and Education	3	Program Specialist IV	Program Specialist III
580	Water Development Board	33	Program Specialist VI	Program Specialist V

Table 5 shows the three positions for which job duties were restructured so they could remain in their current job classification titles and be properly classified.

Table 5

Positions That Had Their Job Duties Restructured			
Agency No.	Agency	Employee Number	Current Job Classification
401	Adjutant General's Department	5	Program Specialist V
		14	Program Specialist I
772	School for the Deaf	11	Program Specialist IV

Minimum, Maximum, and Average Salary by Agency and Job Classification Series

Table 6 shows the minimum, maximum, and average salary by agency and job classification series for employees within this review.

Table 6

Minimum, Maximum, and Average Salary by Agency and Job Classification Series					
Agency Number	Agency	Job Classification Series	Minimum Salary	Maximum Salary	Average Salary
212	Texas Judicial Council Office of Court Administration	Program Specialist	\$36,764	\$71,400	\$43,569
243	State Law Library ^a	Program Specialist	Not Applicable	Not Applicable	Not Applicable
303	Texas Facilities Commission	Program Specialist	\$46,625	\$65,944	\$55,139
306	Library and Archives Commission	Program Specialist	\$36,768	\$55,295	\$44,422
312	State Securities Board	Program Specialist	\$37,800	\$70,212	\$52,660
313	Department of Information Resources	Program Specialist	\$51,200	\$86,160	\$69,588
323	Teacher Retirement System	Program Specialist	\$41,606	\$87,306	\$60,657
327	Employees Retirement System	Program Specialist	\$38,603	\$79,376	\$55,262
332	Department of Housing and Community Affairs	Program Specialist	\$36,764	\$81,641	\$55,960
333	Office of State-Federal Relations	Program Specialist	\$55,000	\$72,000	\$61,667
338	Pension Review Board	Program Specialist	\$42,438	\$42,438	\$42,438
347	Public Finance Authority	Program Specialist	\$48,691	\$48,691	\$48,691
356	Texas Ethics Commission ^a	Program Specialist	Not Applicable	Not Applicable	Not Applicable
357	Office of Rural Community Affairs	Program Specialist	\$41,606	\$95,157	\$58,485
362	Texas Lottery Commission	Program Specialist	\$36,764	\$81,553	\$52,361
370	Residential Construction Commission	Program Specialist	\$36,769	\$72,000	\$44,348
401	Adjutant General's Department	Program Specialist	\$44,254	\$82,903	\$63,142
403	Veterans Commission	Program Specialist	\$43,024	\$63,086	\$53,063
407	Commission on Law Enforcement Officer Standards and Education	Program Specialist	\$36,765	\$53,329	\$43,693
409	Commission on Jail Standards	Program Specialist	\$40,392	\$42,983	\$41,687
411	Commission on Fire Protection	Program Specialist	\$42,072	\$62,886	\$48,867
448	Office of Injured Employee Counsel	Program Specialist	\$58,140	\$62,967	\$61,553
450	Department of Savings and Mortgage Lending	Program Specialist	\$36,765	\$36,765	\$36,765
451	Department of Banking	Program Specialist	\$41,004	\$60,633	\$49,660
452	Department of Licensing and Regulation	Program Specialist	\$36,764	\$76,818	\$50,332
456	Board of Plumbing Examiners	Program Specialist	\$57,443	\$59,235	\$58,339
458	Alcoholic Beverage Commission	Program Specialist	\$36,765	\$52,678	\$44,066

Minimum, Maximum, and Average Salary by Agency and Job Classification Series

Agency Number	Agency	Job Classification Series	Minimum Salary	Maximum Salary	Average Salary
466	Office of Consumer Credit Commissioner ^a	Program Specialist	Not Applicable	Not Applicable	Not Applicable
473	Public Utility Commission of Texas	Program Specialist	\$38,235	\$94,040	\$71,452
476	Racing Commission	Program Specialist	\$47,068	\$66,148	\$57,649
477	Commission on State Emergency Communications	Program Specialist	\$53,294	\$54,980	\$54,137
479	State Office of Risk Management	Program Specialist	\$60,563	\$77,318	\$68,940
481	Board of Professional Geoscientists	Program Specialist	\$45,274	\$45,274	\$45,274
503	Texas Medical Board	Program Specialist	\$36,764	\$61,156	\$46,337
504	Board of Dental Examiners ^a	Program Specialist	Not Applicable	Not Applicable	Not Applicable
507	Texas Board of Nursing	Program Specialist	\$43,956	\$51,955	\$48,643
508	Board of Chiropractic Examiners	Program Specialist	\$36,769	\$36,769	\$36,769
512	Board of Podiatric Medical Examiners ^a	Program Specialist	Not Applicable	Not Applicable	Not Applicable
515	Board of Pharmacy	Program Specialist	\$36,765	\$58,468	\$44,609
542	Cancer Prevention and Research Institute of Texas	Program Specialist	\$39,118	\$44,309	\$41,713
554	Animal Health Commission	Program Specialist	\$39,474	\$66,914	\$53,619
578	Board of Veterinary Medical Examiners ^a	Program Specialist	Not Applicable	Not Applicable	Not Applicable
580	Water Development Board	Program Specialist	\$37,867	\$85,733	\$59,882
592	Soil and Water Conservation Board	Program Specialist	\$44,254	\$69,899	\$61,566
665	Juvenile Probation Commission	Program Specialist	\$41,702	\$57,725	\$48,462
701	Texas Education Agency	Program Specialist	\$36,765	\$82,521	\$56,622
771	School for the Blind and Visually Impaired	Program Specialist	\$37,504	\$59,064	\$53,052
772	School for the Deaf	Program Specialist	\$47,401	\$59,084	\$53,069
808	Historical Commission	Program Specialist	\$36,764	\$64,378	\$48,101
809	Preservation Board	Program Specialist	\$41,616	\$55,100	\$47,093
813	Commission on the Arts ^a	Program Specialist	Not Applicable	Not Applicable	Not Applicable
<p align="center">Lowest Minimum Salary at All Agencies</p> <p align="center">\$36,764</p>		<p align="center">Highest Maximum Salary at All Agencies</p> <p align="center">\$95,157</p>		<p align="center">Average Salary for All Agencies</p> <p align="center">\$54,655</p>	

^a This agency had employees within the scope of this review. After further review, however, it was determined that none of the agency's employees was classified as a program specialist.

The Appropriate Classification for Certain Employees Will Be Determined After the Implementation of the State's Position Classification Plan for the 2010-2011 Biennium

Agencies were notified that the 40 positions listed in Table 7 were potentially misclassified. However, agencies were not asked to make a determination regarding the appropriate classification of these positions at the time of this review. The salaries for these positions were higher than the salary ranges for the job classifications in the State's Position Classification Plan for the 2008-2009 biennium that may have been more appropriate for the duties they perform. However, after the State's Position Classification Plan for the 2010-2011 biennium is implemented on September 1, 2009, new job classifications with higher salary ranges may be more appropriate.

Table 7

Positions That May Have More Appropriate Job Classifications After the Implementation of the State's Position Classification Plan for the 2010-2011 Biennium				
Agency No.	Agency	Employee Number	Current Job Classification Title	Job Classification Series That May Be More Appropriate in the 2010-2011 Biennium
313	Department of Information Resources	1	Program Specialist VI	Marketing Specialist
		14	Program Specialist VII	Information Specialist
327	Employees Retirement System	30	Program Specialist I	Retirement Benefits Specialist
323	Teacher Retirement System	65	Program Specialist I	Retirement Benefits Specialist
		30	Program Specialist IV	Retirement Benefits Specialist
		1	Program Specialist IV	Retirement Benefits Specialist
		18	Program Specialist IV	Retirement Benefits Specialist
		42	Program Specialist V	Retirement Benefits Specialist
		28	Program Specialist V	Retirement Benefits Specialist
		54	Program Specialist V	Retirement Benefits Specialist
		51	Program Specialist V	Executive Assistant
		24	Program Specialist V	Retirement Benefits Specialist
		49	Program Specialist V	Retirement Benefits Specialist
		66	Program Specialist V	Retirement Benefits Specialist
		79	Program Specialist V	Retirement Benefits Specialist
		71	Program Specialist V	Retirement Benefits Specialist
5	Program Specialist V	Retirement Benefits Specialist		
69	Program Specialist V	Retirement Benefits Specialist		

Positions That May Have More Appropriate Job Classifications After the Implementation of the State's Position Classification Plan for the 2010-2011 Biennium				
Agency No.	Agency	Employee Number	Current Job Classification Title	Job Classification Series That May Be More Appropriate in the 2010-2011 Biennium
		47	Program Specialist V	Retirement Benefits Specialist
		23	Program Specialist V	Retirement Benefits Specialist
		21	Program Specialist V	Executive Assistant
		70	Program Specialist VI	Retirement Benefits Specialist
		29	Program Specialist VI	Retirement Benefits Specialist
		78	Program Specialist VI	Executive Assistant
		43	Program Specialist VII	Human Resources Specialist
		73	Program Specialist VII	Human Resources Specialist
362	Texas Lottery Commission	25	Program Specialist II	Legal Secretary
473	Public Utility Commission of Texas	17	Program Specialist VI	Economist
		32	Program Specialist VI	Executive Assistant
		37	Program Specialist VII	Economist
554	Animal Health Commission	3	Program Specialist V	Executive Assistant
580	Water Development Board	40	Program Specialist VI	Executive Assistant
		7	Program Specialist VII	Marketing Specialist
		21	Program Specialist IV	Technical Writer or Editor ^a
701	Texas Education Agency	6	Program Specialist VI	Management Analyst
		12	Program Specialist VI	Technical Writer
		173	Program Specialist VI	Grant Coordinator
		187	Program Specialist VI	Grant Coordinator
		230	Program Specialist VI	Grant Coordinator
		84	Program Specialist V	Grant Coordinator
^a The editor job classification series will not be implemented until the 2010-2011 biennium, but this employee was included in this table because technical writer, which is in the State's Position Classification Plan for the 2008-2009 biennium, may be more appropriate.				

As discussed above, when the changes are implemented to the State's Position Classification Plan for the 2010-2011 biennium, new job classification levels within the classification series may be more appropriate for the employees listed in Table 7. Salary ranges for these new levels will alleviate salary-related issues for 90 percent of the employees for whom the agencies may determine would be more appropriately classified within a more specific job classification series.

Objective, Scope, and Methodology

Objective

The objective of this classification compliance review was to determine whether agencies are conforming to the State's Position Classification Plan by ensuring proper classification of positions.

Scope

The scope of this review included employees classified within the program specialist job classification series, as well as other positions identified as performing similar work but classified in other job classification series at state agencies.

Methodology

In determining whether positions were appropriately classified, the State Auditor's Office's State Classification Team reviewed the following:

- State job descriptions.
- Surveys completed by employees and verified by their supervisors.
- Internal salary relationships.

The State Classification Team uses the classification method of job evaluation when reviewing positions and determining proper classifications. These classification determinations are primarily based on the comparison of duties and responsibilities being performed with the state job description for each position.

When determining proper classification, the State Classification Team does not focus on specific differences between one level and the next in a job classification series (for example, a Program Specialist I position compared with a Program Specialist II position). Instead, the team considers whether an employee is appropriately classified within broad responsibility levels, such as staff Program Specialists (Program Specialist I, Program Specialist II, and Program Specialists III positions) or senior Program Specialists (Program Specialist IV, Program Specialist V, Program Specialists VI, and Program Specialist VII positions).

The State Classification Team has an automated job evaluation process. A database was populated with information regarding the employees whose positions were being reviewed. Staff members in the agencies' human resources departments verified the information in the database to ensure that all positions were included. Employees were then asked to complete online surveys describing the work they perform and the percentage of time they

spend performing their duties. Supervisors were asked to review and verify employees' survey responses.

Completed survey results were entered into the automated job evaluation system. After the State Classification Team's review and analysis, the automated job evaluation system made an initial determination about whether the positions were appropriately classified. Agencies were given the opportunity to review and address potential misclassifications.

To address each potential misclassification, agencies could reclassify an employee to a job classification title consistent with the work performed, change an employee's duties to conform to the assigned job classification title, or provide justification to explain why an employee was appropriately classified.

The State Classification Team made follow-up calls to determine and validate proper classification of positions and to gather additional information to resolve discrepancies.

Project Information

Fieldwork was conducted from March 2009 through June 2009. On September 1, 2009, changes will be implemented to the State's Position Classification Plan (see *A Biennial Report on the State's Position Classification Plan*, State Auditor's Office Report No. 09-701, October 2008). Agencies should review positions to determine whether any new job classification series would be more appropriate for selected positions.

This review was conducted under the requirements of Texas Government Code, Section 654.036 (3). This project was a review; therefore, the information in this report was not subjected to all the tests and confirmations that would be performed in an audit. However, the information in this report was subject to certain quality control procedures to ensure accuracy and compliance with generally accepted compensation practices.

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Recent SAO Work		
Number	Product Name	Release Date
09-705	A Classification Compliance Review Report on the State's Maintenance Assistant and Maintenance Technician Positions	February 2009
09-701	A Biennial Report on the State's Position Classification Plan	October 2008
08-706	A Classification Compliance Review Report on the State's Procedures and Information Positions	May 2008