



A Classification Compliance Review Report on

Property Management and Procurement Positions at Selected Article V Agencies

The following agencies were included within the scope of this review:

- Department of Criminal Justice
- Department of Public Safety
- Juvenile Justice Department
- Military Department
- Texas Alcoholic Beverage Commission

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The State Auditor's Office's State Classification Team reviewed 177 employees¹ in property management and procurement-related positions at 5 state agencies and determined that most employees were appropriately classified in accordance with the State's Position Classification Plan, with only 5 employees (2.8 percent) identified as misclassified.

Project Objective | p. 6

This review was conducted in accordance with Texas Government Code, Sections 654.036 and 654.038.

JOB CLASSIFICATION ANALYSIS

Agencies asserted they will take corrective action by reclassifying the five misclassified employees into appropriate job classifications.

One agency will take corrective action at no cost, while 2 agencies will collectively spend approximately \$12,885 annually to properly classify and compensate 2 employees.

[See Detailed Results on Page 2](#)

¹ This included employees in selected job classification titles within the Property Management and Procurement occupational category and employees identified as performing similar work but had job classification titles located in another occupational category.



Job Classification Analysis

The State Classification Team reviewed employees classified in selected job classifications in the Property Management and Procurement occupational category², or performing similar work, at the following five agencies in Article V (Public Safety and Criminal Justice) of the General Appropriations Act (89th Legislature):

- Department of Criminal Justice.
- Department of Public Safety.
- Juvenile Justice Department.
- Military Department.
- Texas Alcoholic Beverage Commission.

Employees classified in jobs found within the Property Management and Procurement occupational category perform a wide variety of work, such as developing, administering, and monitoring grants; evaluating and managing contracts; purchasing goods and services; and managing buildings and fleet operations.

Importance of Appropriate Job Classification

Appropriate job classification is important in determining salary rates that are competitive for the nature of the work performed.

Misclassification of employees may result in an agency underpaying or overpaying employees.

Most employees were properly classified in accordance with the State's Position Classification Plan.

Of the **177** employees reviewed:

- 172 (97.2 percent) were correctly classified.
- 5 (2.8 percent) were misclassified.

² An occupational category is a broad series of job families characterized by the nature of work performed.

Figure 1 lists the number of employees reviewed within each job classification series and the number of employees who were determined to be misclassified.

Figure 1

Summary of Job Classification Review

Job Classification Series	Number of Employees Reviewed	Number of Employees Misclassified	Percentage Misclassified
Contract Administration Manager	1	0	0.0%
Contract Specialist	63	0	0.0%
Contract Technician	1	1	100.0%
Fleet Manager	1	0	0.0%
Grant Specialist	11	0	0.0%
Property Manager	9	1	11.1%
Purchaser	83	0	0.0%
Other ^a	8	3	37.5%
Totals	177	5	2.8%
^a Includes employees classified outside the property management and procurement occupational category that agencies identified as performing similar work.			

Agencies asserted they would take appropriate action to address five misclassified employees.

To address the misclassifications, agencies³ asserted that they would take the following actions:

- Reclassify three employees into different job classification series that better reflect the type of work being performed. For example, one employee classified as a Management Analyst will be reclassified as a Contract Administration Manager.

Position Classification Plan Definitions

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.

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.

³ Includes three of the five public safety and criminal justice agencies. Two agencies did not have any misclassified employees.

- Reclassify two employees within the same job classification series but in higher salary groups.

The Department of Criminal Justice asserted that they would be able to implement reclassification actions without changing employees' salaries. However, the Department of Public Safety and the Military Department reported estimated annual costs of \$8,423 and \$4,462, respectively, to properly classify and compensate 2 misclassified employees.

Figure 2 presents a summary of employee positions reviewed at each agency by job classification series, as well as the number of employees who were misclassified.

Figure 2

Summary of Employees Reviewed by Agency

Job Classification Series	Number of Employees Reviewed	Number of Employees Misclassified	Percentage Misclassified
Department of Criminal Justice			
Contract Specialist	15	0	0.0%
Contract Technician	1	1	100.0%
Property Manager	3	0	0.0%
Purchaser	37	0	0.0%
Total Reviewed	56	1	1.8%
Department of Public Safety			
Contract Specialist	35	0	0.0%
Grant Specialist	8	0	0.0%
Purchaser	33	0	0.0%
Other ^a	3	3	100.0%
Total Reviewed	79	3	3.8%
Juvenile Justice Department			
Contract Specialist	4	0	0.0%
Grant Specialist	3	0	0.0%
Purchaser	7	0	0.0%
Total Reviewed	14	0	0.0%

Job Classification Series	Number of Employees Reviewed	Number of Employees Misclassified	Percentage Misclassified
Military Department			
Contract Administration Manager	1	0	0.0%
Contract Specialist	8	0	0.0%
Fleet Manager	1	0	0.0%
Property Manager	6	1	16.7%
Purchaser	3	0	0.0%
Other ^a	5	0	0.0%
Total Reviewed	24	1	4.2%
Texas Alcoholic Beverage Commission			
Contract Specialist	1	0	0.0%
Purchaser	3	0	0.0%
Total Reviewed	4	0	0.0%
^a Includes employees classified outside the property management and procurement occupational category that the agency identified as performing similar work.			



Appendix 1

Objective, Scope, and Methodology

Objective

The objective of this review was to determine whether selected state agencies are properly classifying employees in conformance with the State's Position Classification Plan, and complying with related laws, policies, and procedures.

Scope

The scope⁴ of this review included 177 employees from agencies in Article V (Public Safety and Criminal Justice) of the General Appropriations Act (89th Legislature) who were classified within the Property Management and Procurement occupational category or performing procurement-related work as of June 1, 2025. The five state agencies included in this review were the Department of Criminal Justice, Department of Public Safety, Juvenile Justice Department, Military Department, and Texas Alcoholic Beverage Commission.

⁴ The scope excludes employees who were on extended leave, were promoted, or who left the agency during fieldwork.

The following members of the State Auditor's staff performed the review:



• Taylor Sams, MBA, PHR, CIA, CGAP (Project Manager)

• Lara Foronda Tai, CCP, PHR, SHRM-CP (Assistant Project Manager)

• Ezequiel Zaragoza, MSLC

• Dana Musgrave, MBA, CFE (Quality Control Reviewer)

• Sharon Schneider, CCP, PHR, SHRM-CP (Classification Manager)

Methodology

The review methodology included collecting information and documentation related to employee classifications and reviewing and analyzing survey responses completed by employees at the five state agencies. To help ensure the accuracy of the self-reported classification information, classification analysts asked supervisors to verify the survey responses.

The State Auditor's Office's State Classification Team evaluates jobs on a "whole job" basis to determine proper job classifications. The determinations are primarily based on a comparison of the duties and responsibilities comprising the majority of the work being performed against the state job descriptions.

When determining proper classification, the State Classification Team does not focus on specific differences between levels in a job classification series (for example, Grant Specialist I compared to Grant Specialist II). Instead, the State Classification Team considers whether an employee is appropriately classified within broad responsibility levels, such as Staff Grant Specialist (Grant Specialist I and Grant Specialist II) compared to Senior Grant Specialist (Grant Specialist III, Grant Specialist IV, and Grant Specialist V).

The State Classification Team used an automated job evaluation process and populated a database with information regarding the employees whose positions were reviewed. Staff members in the human resources departments of the five state agencies verified the information to ensure that all employees within the review scope were included. Employees at those state agencies were then asked to complete online surveys describing the work they perform and the percentage of time they spend performing each of their duties. Supervisors were asked to review and verify employees' survey responses.

Completed survey results were entered into an automated job evaluation system, which made an initial determination of whether the employees were appropriately classified. The State Classification Team reviewed all surveys to determine and validate the proper classification of employees. The State Classification Team made follow-up calls or sent clarification emails to gather additional information as needed. Each state agency then had the opportunity to review and address potential misclassifications.

Appendix 2

Related State Auditor’s Office Reports

Figure 3

Report Number	Report Name	Release Date
25-708	A Classification Compliance Review Report on Property Management and Procurement Positions at Article II Agencies - Department of Family and Protective Services - Department of State Health Services - Health and Human Services Commission	March 2025
24-701	A Classification Compliance Review Report on Property Management and Procurement Positions at Selected Article I and Article VIII Agencies - Department of Information Resources - Department of Insurance - Department of Licensing and Regulation - Employees Retirement System - Historical Commission - Office of the Attorney General - Office of the Comptroller of Public Accounts - Office of the Governor - Texas Facilities Commission - Veterans Commission	January 2024

Report Number	Report Name	Release Date
<u>23-705</u>	<i>A Classification Compliance Review Report on Property Management and Procurement Positions at Article VI Agencies</i> • Animal Health Commission • Commission on Environmental Quality • Department of Agriculture • General Land Office • Parks and Wildlife Department • Railroad Commission • Soil and Water Conservation Board • Water Development Board	June 2023
<u>22-704</u>	<i>A Classification Compliance Audit Report on Property Management and Procurement Positions at Selected Education Agencies</i> • Teacher Retirement System • Texas Education Agency	May 2022



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The Honorable Dustin Burrows, Speaker of the House, Joint Chair

The Honorable Joan Huffman, Senate Finance Committee

The Honorable Robert Nichols, Member, Texas Senate

The Honorable Greg Bonnen, House Appropriations Committee

The Honorable Morgan Meyer, House Ways and Means Committee

Office of the Governor

The Honorable Greg Abbott, Governor

Board Members and Executive Directors of the Following Agencies

Department of Criminal Justice

Department of Public Safety

Juvenile Justice Department

Military Department

Texas Alcoholic Beverage Commission



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