



Property Management and Procurement Positions at Selected Article I and Article VIII Agencies

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

- 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

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The State Auditor's Office's State Classification Team reviewed 286 employees¹ in property management and procurement positions at 10 state agencies within Article I (General Government) and Article VIII (Regulatory) of the General Appropriations Act (88th Legislature). The majority were classified correctly in accordance with the State's Position Classification Plan. Only 16 (5.6 percent) of the 286 employees reviewed were misclassified.

Employees classified in jobs found within the Property Management and Procurement occupational category perform work such as administering grant development, evaluating and managing contracts, purchasing goods and services, and managing buildings and fleet operations.

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

JOB CLASSIFICATION ANALYSIS

The majority of the 16 misclassifications resulted from 3 agencies classifying employees in incorrect job classification series. These agencies asserted that they would take corrective actions without changing employees' salaries.

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EDUCATION, EXPERIENCE, AND CERTIFICATIONS

Employees who were or will be correctly classified in a job classification series within the Property Management and Procurement occupational category had an average of 13.0 years of occupational experience, and slightly over half (52.0 percent) had a bachelor's degree or higher-level degree.

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

Background Information

In fiscal year 2023, state agencies employed an average of 3,165.75 full-time and part-time classified employees in a job classification series within the Property Management and Procurement occupational category. Of those, 8.9 percent² were employed at the selected General Government and Regulatory agencies. See the text box for the state agencies included in the scope of this review.³

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

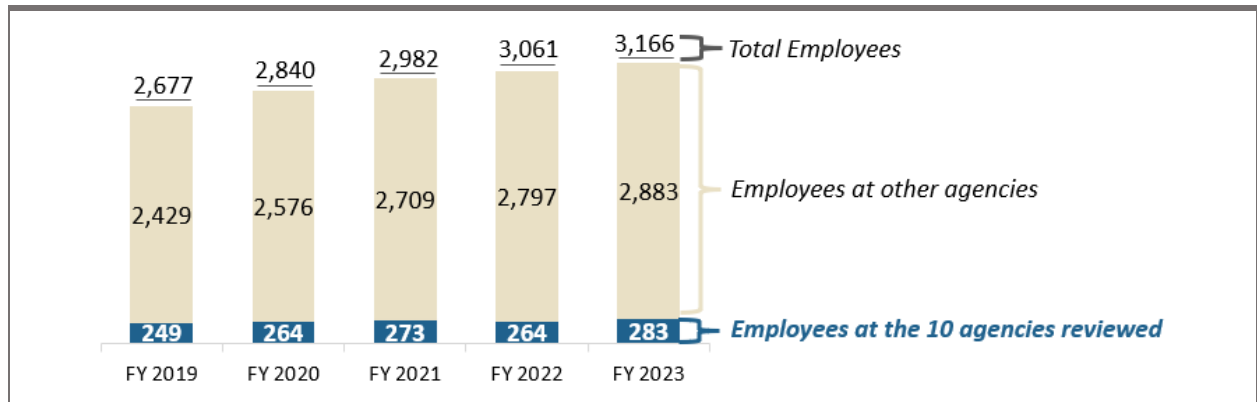
As shown in Figure 1, the total number of employees in the Property Management and Procurement occupational category increased from 2,677 to 3,166 (18.3 percent) from fiscal year 2019 to fiscal year 2023.

Agencies Included in the Scope of This Review

- 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 Governor³
- Texas Facilities Commission
- Veterans Commission

Figure 1

Five-year Trend in the Number of Property Management and Procurement Employees^a



^a Totals may not sum exactly due to rounding.

Source: The State Auditor’s Office’s Electronic Classification Analysis System.

² The percentage is based on the number of employees in fiscal year 2023 (283, as shown in Figure 1), which is not the same as the number of employees within the scope of this review (286). The difference may be attributed to factors such as employee turnover and employees on extended leave.

³ Includes the Office of the Governor and Trusteed Programs within the Office of the Governor.



Chapter 1 Job Classification Analysis

Most employees within the scope of this review were properly classified in accordance with the State’s Position Classification Plan. Of the 286 employees tested, only 16 (5.6 percent) were misclassified. Figure 2 lists the number of employees reviewed within each job classification series and the number of employees who were determined to be misclassified.

Employees Reviewed

Employees reviewed included those performing property management and procurement work at ten agencies selected from Articles I (General Government) and VIII (Regulatory) of the General Appropriations Act (88th Legislature).

Figure 2

Summary of Employees Reviewed

Job Classification Series	Number of Employees	Number of Employees Misclassified	Percentage Misclassified
Contract Administration Manager	66	0	0.0%
Contract Specialist	99	13	13.1%
Contract Technician	1	0	0.0%
Fleet Manager	4	0	0.0%
Grant Specialist	38	0	0.0%
Inventory and Store Specialist	28	0	0.0%
Property Manager	20	0	0.0%
Purchaser	28	2	7.1%
Other ^a	2	1	50.0%
Totals	286	16	5.6%

^a Includes Program Supervisor and Staff Services Officer job classification series, which are in the Program Management occupational category.

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

Seven of the selected agencies had no misclassifications. The majority of the 16 misclassifications resulted from the remaining 3 agencies classifying employees in incorrect job classification series. To address the misclassifications, agencies asserted that they would take the following actions:

- Reclassify 13 employees into a different job classification series that better reflects the type of work being performed. For example, one employee classified as a contract specialist will be reclassified as an accountant.
- Reclassify 3 employees within the same job classification series but in higher salary groups.

The agencies with misclassified employees asserted that they would be able take these actions without changing employees' salaries.

Figure 3 on the next page presents a summary of employee positions reviewed at each agency by job classification series, as well as the number of employees who were misclassified.

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.

For more information on these terms, see the [Texas Job Descriptions](#) resource page.

Figure 3

Summary of Employees Reviewed by Agency

Job Classification Series	Number of Employees	Number of Employees Misclassified	Percentage Misclassified ^a
Department of Information Resources			
Contract Administration Manager	29	0	0.0%
Contract Specialist	4	0	0.0%
Property Manager	1	0	0.0%
Purchaser	1	0	0.0%
Totals	35	0	0.0%
Department of Insurance			
Contract Administration Manager	1	0	0.0%
Contract Specialist	4	1	25.0%
Contract Technician	1	0	0.0%
Fleet Manager	1	0	0.0%
Inventory and Store Specialist	1	0	0.0%
Purchaser	4	2	50.0%
Other ^b	2	1	50.0%
Totals	14	4	28.6%
Department of Licensing and Regulation			
Contract Administration Manager	1	0	0.0%
Contract Specialist	3	0	0.0%
Fleet Manager	1	0	0.0%
Purchaser	3	0	0.0%
Totals	8	0	0.0%
Employees Retirement System			
Contract Specialist	9	0	0.0%
Property Manager	1	0	0.0%
Purchaser	3	0	0.0%
Totals	13	0	0.0%

Job Classification Series	Number of Employees	Number of Employees Misclassified	Percentage Misclassified ^a
Historical Commission			
Contract Specialist	1	0	0.0%
Fleet Manager	1	0	0.0%
Grant Specialist	1	0	0.0%
Inventory and Store Specialist	7	0	0.0%
Property Manager	1	0	0.0%
Purchaser	3	0	0.0%
Totals	14	0	0.0%
Office of the Attorney General			
Contract Administration Manager	7	0	0.0%
Contract Specialist	29	8	27.6%
Fleet Manager	1	0	0.0%
Grant Specialist	1	0	0.0%
Inventory and Store Specialist	3	0	0.0%
Property Manager	6	0	0.0%
Purchaser	7	0	0.0%
Totals	54	8	14.8%
Office of the Comptroller of Public Accounts			
Contract Administration Manager	27	0	0.0%
Contract Specialist	42	4	9.5%
Totals	69	4	5.8%
Office of the Governor ^c			
Grant Specialist	26	0	0.0%
Property Manager	1	0	0.0%
Purchaser	1	0	0.0%
Totals	28	0	0.0%

Job Classification Series	Number of Employees	Number of Employees Misclassified	Percentage Misclassified ^a
Texas Facilities Commission			
Contract Administration Manager	1	0	0.0%
Contract Specialist	6	0	0.0%
Inventory and Store Specialist	17	0	0.0%
Property Manager	10	0	0.0%
Purchaser	5	0	0.0%
Totals	39	0	0.0%
Veterans Commission			
Contract Specialist	1	0	0.0%
Grant Specialist	10	0	0.0%
Purchaser	1	0	0.0%
Totals	12	0	0.0%
Agency Totals	286	16	5.6%
^a The percentage of misclassified employees may appear skewed for agencies that have fewer than 50 employees within the review scope. ^b Includes Program Supervisor and Staff Services Officer classification series, which are in the Program Management occupational category. ^c Includes the Office of the Governor and Trusteed Programs within the Office of the Governor.			

Chapter 2

Education, Experience, and Certifications

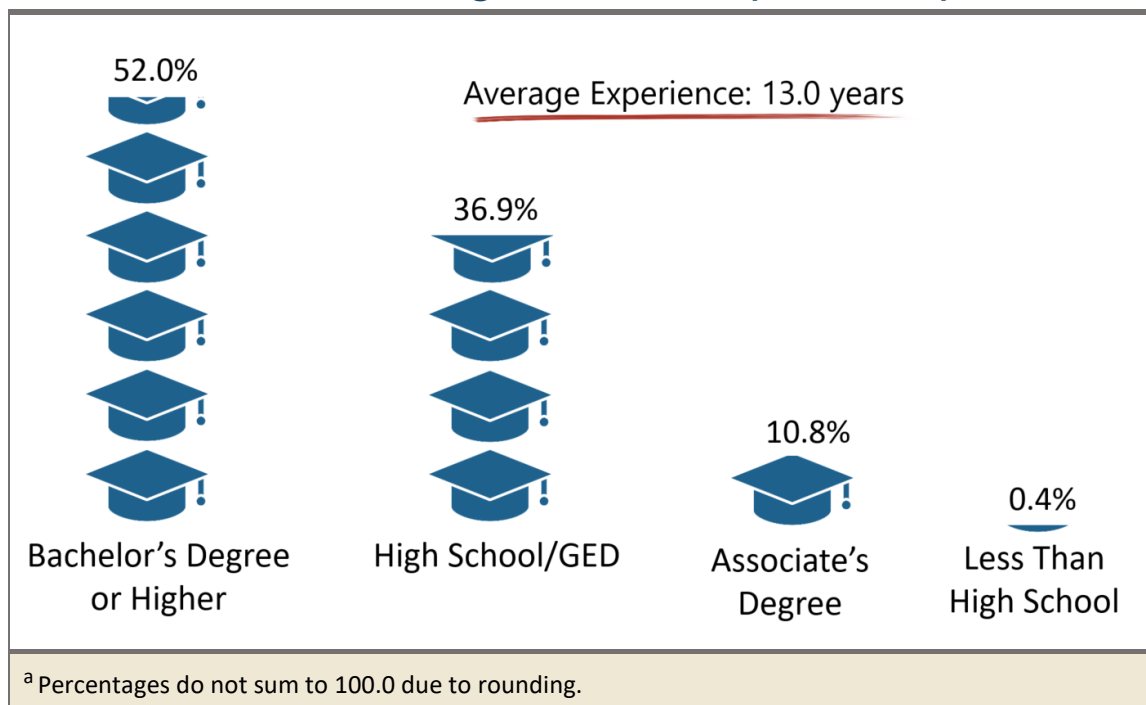
To better understand the education, experience level, and certifications obtained by employees in property management and procurement positions, the State Classification Team gathered information directly from employees at the selected Article I and Article VIII agencies. This chapter summarizes those findings.

Education and Experience

Employees⁴ within the scope of this review who were or will be correctly classified in a job classification series located within the Property Management and Procurement occupational category had an average of 13.0 years of occupational experience. Slightly over half (52.0 percent) had a bachelor’s degree or higher-level degree (see Figure 4).

Figure 4

Education Level and Average Years of Occupational Experience ^a



⁴ Represents the 279 employees who were or will be correctly classified in a property management and procurement job classification title; excludes 7 employees who were or will be classified into a job classification series that is not within the Property Management and Procurement occupational category.

Professional Certifications for Procurement Employees

The Office of the Comptroller of Public Accounts administers a certification program for Texas “public procurement professionals,” defined as agency employees who conduct purchasing, contract development, and/or contract management activities. See the text box for definitions of these roles.

The following two levels of certification are offered:

- Certified Texas Contract Developer (CTCD).
- Certified Texas Contract Manager (CTCM).

Of the 181 employees who were or will be classified in either the Contract Administration Manager, Contract Specialist, or Purchaser job classification series:

- 171 employees had at least one of the certifications listed above.
- 10 employees indicated that they did not currently have either of the above certifications.

Procurement Roles

Purchasing – The receipt and processing of requisitions, development of specifications, development of scope of work, the issuance of purchase orders against existing cooperative or agency contracts, and the verification of the inspection of merchandise or receipt of services by the agency.

Contract Development – Actions taken prior to contract execution.

Contract Management – Actions taken following contract execution to ensure that contract performance and practices are consistent with applicable rules, laws, and the *State of Texas Procurement and Contract Management Guide*.

See the [State of Texas Procurement and Contract Management Guide](#) for more information about these roles.



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 scope⁵ of this review included 286 employees from agencies in Article I (General Government) and Article VIII (Regulatory) of the General Appropriations Act (88th Legislature) who were classified within the Property Management and Procurement occupational category or performing procurement-related work as of September 1, 2023. The 10 state agencies selected for this review were the 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, and Veterans Commission.

⁵ The scope may exclude 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, CIA, CGAP, PHR (Project Manager)
- Laura Alvarez, MBA (Assistant Project Manager)
- Lara Foronda Tai, PHR, SHRM-CP
- 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 10 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 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 10 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 5

Report Number	Report Name	Release Date
23-705	<p><i>A Classification Compliance Review Report on Property Management and Procurement Positions at Article VI Agencies</i></p> <ul style="list-style-type: none"> • 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
22-704	<p><i>A Classification Compliance Audit Report on Property Management and Procurement Positions at Selected Education Agencies</i></p> <ul style="list-style-type: none"> • Teacher Retirement System • Texas Education Agency 	May 2022



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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 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



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