



John Keel, CPA
State Auditor

A Classification Compliance Review Report on
**The State's Procedures and
Information Positions**

May 2008
Report No. 08-706



*A Classification Compliance Review Report on the
State's Procedures and Information
Positions*

SAO Report No. 08-706
May 2008

Overall Conclusion

The State Auditor's Office's State Classification Team reviewed 562 procedures and information positions and other positions performing similar work at 45 agencies and found that 462 (82 percent) of these positions were classified correctly. Agencies took appropriate action to resolve misclassified positions and reported that they will spend \$94,761 annually to properly classify these positions.

The specific information and procedures positions covered in this review included audio/visual technicians, governmental relations specialists, information specialists, management analysts, marketing specialists, and technical writers.

Background Information

The Texas Government Code, Sections 654.036 (2) and (3), specifies that the State Auditor's Office's State Classification Office "shall advise and assist state agencies in equitably and uniformly applying the [classification] plan and conduct classification compliance audits to ensure conformity with the plan."

Key Points

Eighty-two percent of procedures and information positions were classified correctly.

Of the 562 procedures and information positions reviewed, 462 (82 percent) were classified correctly. Of the 100 employees in positions that were misclassified, the majority (78 percent) were a result of agencies' classifying positions in an incorrect classification series (for example, an employee classified as an information specialist instead of as a graphic designer).

Agencies will spend \$94,761 annually to properly classify positions.

Collectively, agencies will spend \$94,761 annually to properly classify positions that were misclassified. In many cases, the agencies were able to reclassify positions without changing the salaries. Twenty-seven positions were given salary increases ranging from \$590 to \$7,775 annually.

Proper classification of positions ensures efficient and effective use of resources.

Misclassified positions can pose a business risk to agencies through their effect on services and budgets. If employees are classified in positions that are at too high

This review was conducted in accordance with Texas Government Code, Section 654.036.

For more information regarding this report, please contact Lisa R. Collier, Audit Manager, or John Keel, State Auditor, at (512) 936-9500.

of a level for the work they perform, agencies may be paying employees more than their job duties warrant. If employees are classified in positions that are at too low of a level for the work they perform, employees could be underpaid. This could affect the employees' morale and lower their motivation, thus affecting services to the citizens of Texas. In addition, it could result in higher turnover, which could be costly for the agencies.

Summary of Objective, Scope, and Methodology

The objective of this classification compliance review was to determine whether agencies conform to the Position Classification Plan by ensuring proper classification of positions.

The scope of this review included employees classified within the audio/visual technician, governmental relations specialist, information specialist, management analyst, marketing specialist, and technical writer job classification series, as well as other positions identified as performing similar work but classified in other job classification series.

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

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.

Contents

Detailed Results

Chapter 1 Procedures and Information Positions.....	1
--	---

Appendices

Appendix 1 Objective, Scope, and Methodology.....	3
Appendix 2 Positions Reviewed.....	5
Appendix 3 Analysis of Misclassified Positions.....	9
Appendix 4 Salary Range and Average Salary by Agency and Job Classification Series.....	14
Appendix 5 Recent State Auditor's Office Work.....	18

Detailed Results

Chapter 1

Procedures and Information Positions

Of the 562 procedures and information positions reviewed, 462 positions (82 percent) were classified correctly. The positions reviewed included audio/visual technicians, governmental relations specialists, information specialists, management analysts, marketing specialists, and technical writers. The State Auditor's Office's State Classification Team also reviewed positions that agencies identified as performing similar work but that were classified in other job classification series (see Table 1).

Table 1

Positions Reviewed		
Job Classification Series	Number of Employee Positions Reviewed	Number of Employee Positions Misclassified
Audio/Visual Technician	18	0
Governmental Relations Specialist	29	2
Information Specialist	400	61
Management Analyst	15	4
Marketing Specialist	33	1
Technical Writer	29	3
Other Classification Titles	38	29
Totals	562	100

See Appendix 2 for a list of the 45 agencies where these positions were reviewed.

Classification

Most agencies appropriately classified their procedures and information positions. Of the 562 procedures and information positions reviewed, 462 (82 percent) were classified correctly.

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.

Salary Range - The range of pay rates, from minimum to maximum, set for a salary group or job classification.

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.

To address the 100 employee positions that were misclassified, agencies chose to:

- Reclassify 78 positions (78 percent) into a different job classification series (see Appendix 3, Table 3).
- Reclassify 15 positions (15 percent) within the same job classification series but at a higher salary group (see Appendix 3, Table 4).
- Reclassify 2 positions (2 percent) within the same job classification series but at a lower salary group. The reclassifications, however, did not result in salary decreases (see Appendix 3, Table 5).
- Change the job duties of 5 positions (5 percent) so they could remain in their current job classification titles and be properly classified (see Appendix 3, Table 6).

Collectively, agencies will spend \$94,761 annually to properly classify positions that were misclassified. In many cases, the agencies were able to reclassify positions without changing the salaries. Twenty-seven positions were given salary increases ranging from \$590 to \$7,775 annually.

Importance of Proper Employee Classification

The proper classification of positions ensures efficient and effective use of resources. Misclassified positions can pose a business risk to agencies through their effect on services and budgets. If employees are classified in positions that are at too high of a level for the work they perform, agencies may be paying the employees more than their job duties warrant. If employees are classified in positions that are at too low of a level for the work they perform, employees could be underpaid. This could affect the employees' morale and lower their motivation, thus affecting services to the citizens of Texas. In addition, it could result in higher turnover, which could be costly for the agencies.

Appendices

Appendix 1

Objective, Scope, and Methodology

Objective

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

Scope

The scope of this review included employees classified within the audio/visual technician, governmental relations specialist, information specialist, management analyst, marketing specialist, and technical writer 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 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, an Information Specialist I position compared with an Information Specialist II position). Instead, the team considers whether an employee is appropriately classified within broad responsibility levels, such as staff information specialists (Information Specialist I and Information Specialist II positions) or senior information specialists (Information Specialist III, Information Specialist IV, and Information Specialist V 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.

After the State Classification Team's review and analysis, an initial determination of whether the positions were appropriately classified was made. 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

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.

The following employees of the State Auditor's staff prepared this report:

- Juliette Torres, CCP, PHR (Project Manager)
- Sharon Schneider, PHR
- J. Scott Killingsworth, CIA, CGFM, CGAP (Quality Control Reviewer)
- Lisa R. Collier, CPA (Audit Manager)

Positions Reviewed

Table 2 presents a summary of the 562 procedures and information positions reviewed at 45 agencies. The table includes a summary of employee 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 similar work but that were classified in other job classification series (for example, program specialists, managers, or directors).

Table 2

Summary of Employee Positions Reviewed									
Agency	Audio/ Visual Technicians	Governmental Relations Specialists	Information Specialists	Management Analysts	Marketing Specialists	Technical Writers	Other Classification Titles	Number of Employee Positions Reviewed	Number of Employee Positions Misclassified
302 - Office of the Attorney General	2	0	33	0	0	2	0	37	1
303 - Texas Facilities Commission	0	0	1	0	0	1	0	2	0
304 - Comptroller of Public Accounts	0	1	34	4	1	0	4	44	15
305 - General Land Office	0	3	26	1	0	0	0	30	4
306 - Library and Archives Commission	3	0	4	0	0	0	0	7	0
307 - Office of the Secretary of State	0	0	1	0	0	0	0	1	0
313 - Department of Information Resources	0	0	3	0	0	0	0	3	0
320 - Texas Workforce Commission	0	5	7	0	0	3	0	15	1
323 - Teacher Retirement System	0	0	2	0	0	0	3	5	0
327 - Employees Retirement System	0	1	4	1	0	1	1	8	1
356 - Texas Ethics Commission	0	0	1	0	0	0	0	1	0

Summary of Employee Positions Reviewed

Agency	Audio/ Visual Technicians	Governmental Relations Specialists	Information Specialists	Management Analysts	Marketing Specialists	Technical Writers	Other Classification Titles	Number of Employee Positions Reviewed	Number of Employee Positions Misclassified
357 - Office of Rural Community Affairs	0	2	1	0	0	0	0	3	0
370 - Texas Residential Construction Commission	0	0	1	0	0	0	0	1	0
401 - Adjutant General's Department	2	0	2	0	0	0	0	4	1
403 - Veterans Commission	0	0	0	0	1	0	0	1	0
405 - Department of Public Safety	0	1	4	0	0	3	0	8	0
407 - Commission on Law Enforcement Officer Standards and Education	0	0	0	0	0	0	2	2	2
411 - Commission on Fire Protection	0	0	1	0	0	0	0	1	0
452 - Department of Licensing and Regulation	0	1	2	0	0	0	0	3	0
454 - Department of Insurance	0	0	25	0	0	0	0	25	8
455 - Railroad Commission	0	0	2	0	0	0	0	2	0
458 - Alcoholic Beverage Commission	0	0	1	0	0	0	0	1	0
473 - Public Utility Commission of Texas	0	1	3	0	0	0	1	5	2
477 - Commission on State Emergency Communications	0	1	1	0	0	0	0	2	0
479 - State Office of Risk Management	0	1	1	2	0	0	0	4	1

Summary of Employee Positions Reviewed

Agency	Audio/ Visual Technicians	Governmental Relations Specialists	Information Specialists	Management Analysts	Marketing Specialists	Technical Writers	Other Classification Titles	Number of Employee Positions Reviewed	Number of Employee Positions Misclassified
503 - Texas Medical Board	0	0	1	0	0	0	0	1	0
507 - Board of Nurse Examiners	0	0	1	0	0	0	0	1	0
529 - Health and Human Services Commission	0	2	5	0	0	1	4	12	0
530 - Department of Family and Protective Services	0	1	13	0	0	1	1	16	2
537 - Department of State Health Services	3	0	37	2	0	0	8	50	15
538 - Department of Assistive and Rehabilitative Services	0	1	8	0	0	1	1	11	4
539 - Department of Aging and Disability Services	1	1	13	0	1	0	1	17	1
551 - Department of Agriculture	0	0	9	1	21	0	0	31	0
554 - Animal Health Commission	0	0	1	0	0	0	0	1	0
582 - Commission on Environmental Quality	0	4	17	0	0	0	5	26	11
592 - Soil and Water Conservation Board	0	0	1	0	0	0	1	2	1
601 - Department of Transportation	0	2	84	3	0	0	5	94	16
694 - Youth Commission	0	0	0	0	0	1	0	1	0
696 - Department of Criminal Justice	3	0	7	0	6	14	1	31	2

Summary of Employee Positions Reviewed

Agency	Audio/ Visual Technicians	Governmental Relations Specialists	Information Specialists	Management Analysts	Marketing Specialists	Technical Writers	Other Classification Titles	Number of Employee Positions Reviewed	Number of Employee Positions Misclassified
701 - Texas Education Agency	0	1	5	0	0	1	0	7	0
771 - School for the Blind and Visually Impaired	2	0	0	0	0	0	0	2	0
772 - School for the Deaf	2	0	1	0	0	0	0	3	0
802 - Parks and Wildlife Department	0	0	29	1	1	0	0	31	10
808 - Historical Commission	0	0	6	0	0	0	0	6	1
809 - Preservation Board	0	0	2	0	2	0	0	4	1
Totals	18	29	400	15	33	29	38	562	100

Analysis of Misclassified Positions

Tables 3 through 6 identify by agency the employee positions that were misclassified and how the agency addressed the misclassifications. To address misclassifications, agencies chose to:

- Reclassify 78 positions into a different job classification series (see Table 3).
- Reclassify 15 positions within the same job classifications series but at a higher salary group (see Table 4).
- Reclassify 2 positions within the same job classification series but at a lower salary group (see Table 5).
- Change the job duties of 5 positions so they could remain in their current job classification titles and be properly classified (see Table 6).

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

Table 3 shows the 78 employee positions that agencies reclassified 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 3

Positions Reclassified into Different Job Classification Series				
Agency No.	Agency	Employee Number	Current Job Classification Title	Job Classification Title After Reclassification
302	Office of the Attorney General	77	Technical Writer II	Training Specialist IV
304	Comptroller of Public Accounts	45	Information Specialist III	Research Specialist III
		51	Staff Services Officer II	Information Specialist III
		52	Staff Services Officer II	Information Specialist II
		53	Staff Services Officer I	Information Specialist II
		54	Administrative Assistant II	Information Specialist I
		59	Information Specialist IV	Graphic Designer III
		63	Information Specialist III	Graphic Designer III
		64	Information Specialist III	Graphic Designer III
		66	Information Specialist III	Graphic Designer III
		69	Information Specialist III	Graphic Designer III
		70	Information Specialist III	Graphic Designer III
		72	Information Specialist IV	Graphic Designer III
		84	Information Specialist I	Program Specialist I

Positions Reclassified into Different Job Classification Series

Agency No.	Agency	Employee Number	Current Job Classification Title	Job Classification Title After Reclassification
		86	Information Specialist IV	Graphic Designer III
		87	Information Specialist IV	Graphic Designer III
320	Texas Workforce Commission	22	Information Specialist IV	Grant Coordinator II
327	Employees Retirement System	11	Director I	Information Specialist V
407	Commission on Law Enforcement Officer Standards and Education	1	Program Specialist I	Information Specialist III
		2	Research Specialist III	Information Specialist III
454	Department of Insurance	27	Information Specialist II	Administrative Assistant IV
		28	Information Specialist II	Administrative Assistant IV
		31	Information Specialist II	Customer Service Representative IV
		33	Information Specialist II	Customer Service Representative IV
		34	Information Specialist II	Customer Service Representative IV
		35	Information Specialist II	Customer Service Representative IV
		49	Information Specialist III	Systems Support Specialist III
473	Public Utility Commission of Texas	8	Program Specialist VI	Information Specialist V
479	State Office of Risk Management	8	Management Analyst III	Human Resources Specialist IV
530	Department of Family and Protective Services	17	Technical Writer I	Training Specialist III
		35	Program Specialist VI	Governmental Relations Specialist I
537	Department of State Health Services	50	Information Specialist I	Training Specialist III
		59	Information Specialist IV	Web Administrator III
		65	Information Specialist II	Program Specialist II
		70	Information Specialist III	Graphic Designer II
		87	Program Specialist IV	Information Specialist IV
		88	Program Specialist V	Information Specialist IV
		89	Program Specialist III	Information Specialist IV
		90	Program Specialist VI	Governmental Relations Specialist II
		91	Program Specialist VI	Governmental Relations Specialist II
		92	Program Specialist V	Governmental Relations Specialist II
		93	Program Specialist VI	Information Specialist V
	94	Program Specialist VI	Information Specialist V	
538	Department of Assistive and Rehabilitative Services	13	Information Specialist III	Graphic Designer III
		14	Information Specialist III	Program Specialist IV
		18	Information Specialist III	Graphic Designer III
539	Department of Aging and Disability Services	37	Photographer	Information Specialist III

Positions Reclassified into Different Job Classification Series				
Agency No.	Agency	Employee Number	Current Job Classification Title	Job Classification Title After Reclassification
582	Commission on Environmental Quality	24	Information Specialist II	Program Specialist I
		27	Information Specialist III	Technical Writer II
		28	Information Specialist II	Graphic Designer I
		30	Information Specialist III	Graphic Designer III
		39	Information Specialist III	Web Administrator II
		45	Program Specialist IV	Information Specialist V
		46	Program Specialist III	Information Specialist III
		47	Program Specialist II	Information Specialist IV
		48	Program Specialist III	Information Specialist IV
		49	Program Specialist IV	Information Specialist IV
592	Soil and Water Conservation Board	3	Program Specialist IV	Information Specialist III
601	Department of Transportation	100	Management Analyst III	Information Specialist V
		107	Information Specialist I	Customer Service Representative IV
		116	Information Specialist I	Accountant I
		117	Information Specialist I	Customer Service Representative IV
		119	Information Specialist I	Customer Service Representative IV
		163	Program Specialist V	Marketing Specialist IV
		165	Program Specialist V	Marketing Specialist IV
		200	Program Specialist II	Marketing Specialist III
		201	Program Specialist II	Marketing Specialist III
696	Department of Criminal Justice	67	Manager III	Governmental Relations Specialist I
802	Parks and Wildlife Department	32	Marketing Specialist I	Information Specialist II
		34	Information Specialist IV	Marketing Specialist IV
		38	Information Specialist III	Graphic Designer III
		39	Information Specialist I	Marketing Specialist II
		42	Information Specialist III	Photographer
		44	Information Specialist III	Graphic Designer III
		46	Information Specialist III	Graphic Designer III
		49	Information Specialist III	Marketing Specialist II
		62	Information Specialist IV	Graphic Designer III
808	Historical Commission	11	Information Specialist III	Technical Writer II

Table 4 shows the 15 employee positions that agencies reclassified within the same job classification series but at a higher salary group.

Table 4

Positions Reclassified Within Their Same Job Classification Series With a Higher Salary Group				
Agency No.	Agency	Employee Number	Current Job Classification Title	Job Classification Title After Reclassification
305	General Land Office	34	Information Specialist II	Information Specialist III
		42	Management Analyst I	Management Analyst III
		44	Information Specialist I	Information Specialist III
		79	Information Specialist II	Information Specialist III
473	Public Utility Commission of Texas	7	Information Specialist II	Information Specialist III
537	Department of State Health Services	42	Management Analyst II	Management Analyst III
		54	Information Specialist II	Information Specialist III
		56	Information Specialist II	Information Specialist III
538	Department of Assistive and Rehabilitative Services	20	Governmental Relations Specialist I	Governmental Relations Specialist II
582	Commission on Environmental Quality	40	Governmental Relations Specialist I	Governmental Relations Specialist II
601	Department of Transportation	109	Information Specialist II	Information Specialist III
		134	Information Specialist II	Information Specialist III
		197	Information Specialist II	Information Specialist III
802	Parks and Wildlife Department	58	Information Specialist II	Information Specialist III
809	Preservation Board	6	Information Specialist II	Information Specialist III

Table 5 shows the two employee positions that were reclassified within the same job classification series but at a lower salary group. The reclassifications, however, did not result in salary decreases.

Table 5

Positions Reclassified Within Their Same Job Classification Series With a Lower Salary Group				
Agency No.	Agency	Employee Number	Current Job Classification Title	Job Classification Title After Reclassification
454	Department of Insurance	37	Information Specialist IV	Information Specialist III
696	Department of Criminal Justice	51	Technical Writer II	Technical Writer I

Table 6 shows the five employee positions that had their job duties changed so they could remain in their current job classification titles and be properly classified.

Table 6

Positions That Had Their Job Duties Changed			
Agency No.	Agency	Employee Number	Current Job Classification
401	Adjutant General's Department	10	Information Specialist III
601	Department of Transportation	120	Information Specialist II
		131	Information Specialist II
		145	Information Specialist III
		158	Information Specialist III

Salary Range and Average Salary by Agency and Job Classification Series

Table 7 shows the salary range and average salary by agency and job classification series.

Table 7

Salary Range and Average Salary by Agency and Job Classification Series				
Agency Number	Agency	Job Classification Series	Agency Job Classification Series Salary Range	Average Salary
302	Office of the Attorney General	Audio/Visual Technician	\$34,505 - \$43,705	\$39,105
		Information Specialist	\$30,202 - \$57,320	\$43,876
		Technical Writer	\$41,616 ^a	\$41,616
303	Texas Facilities Commission	Information Specialist	\$56,732 ^a	\$56,732
		Technical Writer	\$41,606 ^a	\$41,606
304	Comptroller of Public Accounts	Governmental Relations Specialist	\$84,000 ^a	\$84,000
		Information Specialist	\$30,955 - \$69,403	\$48,741
		Management Analyst	\$63,000 - \$71,400	\$68,142
		Marketing Specialist	\$47,940 ^a	\$47,940
305	General Land Office	Governmental Relations Specialist	\$68,521 - \$84,818	\$79,026
		Information Specialist	\$36,652 - \$80,000	\$53,898
		Management Analyst	\$51,004 ^a	\$51,004
306	Library and Archives Commission	Audio/Visual Technician	\$23,046 - \$25,580	\$24,117
		Information Specialist	\$31,500 - \$46,138	\$37,983
307	Office of the Secretary of State	Information Specialist	\$45,408 ^a	\$45,408
313	Department of Information Resources	Information Specialist	\$56,657 - \$57,678	\$57,161
320	Texas Workforce Commission	Governmental Relations Specialist	\$52,249 - \$61,187	\$56,889
		Information Specialist	\$38,417 - \$56,500	\$44,426
		Technical Writer	\$36,044 - \$43,330	\$40,662
323	Teacher Retirement System	Information Specialist	\$56,741 - \$56,833	\$56,787
327	Employees Retirement System	Governmental Relations Specialist	\$85,088 ^a	\$85,088
		Information Specialist	\$43,791 - \$78,708	\$53,229
		Management Analyst	\$72,925 ^a	\$72,925
		Technical Writer	\$36,044 ^a	\$36,044
356	Texas Ethics Commission	Information Specialist	\$34,964 ^a	\$34,964
357	Office of Rural Community Affairs	Governmental Relations Specialist	\$64,775 ^a	\$64,775

Salary Range and Average Salary by Agency and Job Classification Series

Agency Number	Agency	Job Classification Series	Agency Job Classification Series Salary Range	Average Salary
		Information Specialist	\$49,512 ^a	\$49,512
370	Texas Residential Construction Commission	Information Specialist	\$57,075 ^a	\$57,075
401	Adjutant General's Department	Audio/Visual Technician	\$30,600 - \$32,558	\$31,579
		Information Specialist	\$34,968 - \$48,000	\$41,484
403	Veterans Commission	Marketing Specialist	\$46,128 ^a	\$46,128
405	Department of Public Safety	Governmental Relations Specialist	\$75,486 ^a	\$75,486
		Information Specialist	\$30,202 - \$47,975	\$40,854
		Technical Writer	\$36,043 - \$42,429	\$40,300
407	Commission on Law Enforcement Officer Standards and Education	Information Specialist	\$44,526 - \$47,661	\$46,094
411	Commission on Fire Protection	Information Specialist	\$68,174 ^a	\$68,174
452	Department of Licensing and Regulation	Governmental Relations Specialist	\$75,313 ^a	\$75,313
		Information Specialist	\$59,736 - \$66,378	\$63,057
454	Department of Insurance	Information Specialist	\$32,282 - \$61,189	\$43,251
455	Railroad Commission	Information Specialist	\$40,872 - \$52,446	\$46,659
458	Alcoholic Beverage Commission	Information Specialist	\$62,122 ^a	\$62,122
473	Public Utility Commission of Texas	Governmental Relations Specialist	\$83,004 ^a	\$83,004
		Information Specialist	\$39,905 - \$63,612	\$48,932
477	Commission on State Emergency Communications	Governmental Relations Specialist	\$57,012 ^a	\$57,012
		Information Specialist	\$52,322 ^a	\$52,322
479	State Office of Risk Management	Governmental Relations Specialist	\$54,080 ^a	\$54,080
		Information Specialist	\$48,123 ^a	\$48,123
		Management Analyst	\$48,328 ^a	\$48,328
503	Texas Medical Board	Information Specialist	\$47,975 ^a	\$47,975
507	Board of Nurse Examiners	Information Specialist	\$49,297 ^a	\$49,297
529	Health and Human Services Commission	Governmental Relations Specialist	\$76,572 - \$106,958	\$91,765
		Information Specialist	\$42,000 - \$59,514	\$49,567
		Technical Writer	\$37,404 ^a	\$37,404
530	Department of Family and Protective Services	Governmental Relations Specialist	\$63,838 - \$77,241	\$70,540
		Information Specialist	\$38,351 - \$59,635	\$46,760
537	Department of State Health Services	Audio/Visual Technician	\$24,282 - \$35,300	\$29,928
		Governmental Relations Specialist	\$55,923 - \$64,989	\$58,998
		Information Specialist	\$33,328 - \$67,886	\$46,206

Salary Range and Average Salary by Agency and Job Classification Series

Agency Number	Agency	Job Classification Series	Agency Job Classification Series Salary Range	Average Salary
		Management Analyst	\$43,386 - \$46,127	\$44,756
538	Department of Assistive and Rehabilitative Services	Governmental Relations Specialist	\$58,145 ^a	\$58,145
		Information Specialist	\$38,491 - \$60,231	\$47,417
		Technical Writer	\$36,403 ^a	\$36,403
539	Department of Aging and Disability Services	Audio/Visual Technician	\$25,087 ^a	\$25,087
		Governmental Relations Specialist	\$58,694 ^a	\$58,694
		Information Specialist	\$37,486 - \$65,517	\$43,834
		Marketing Specialist	\$34,381 ^a	\$34,381
551	Department of Agriculture	Information Specialist	\$37,234 - \$52,020	\$43,754
		Management Analyst	\$55,080 ^a	\$55,080
		Marketing Specialist	\$31,972 - \$51,905	\$38,960
554	Animal Health Commission	Information Specialist	\$61,210 ^a	\$61,210
582	Commission on Environmental Quality	Governmental Relations Specialist	\$67,393 - \$82,838	\$74,715
		Information Specialist	\$35,100 - \$62,552	\$48,695
		Technical Writer	\$51,449 ^a	\$51,449
592	Soil and Water Conservation Board	Information Specialist	\$30,202 - \$44,756	\$37,479
601	Department of Transportation	Governmental Relations Specialist	\$55,200 - \$63,048	\$59,124
		Information Specialist	\$33,281 - \$74,630	\$48,238
		Management Analyst	\$53,621 - \$74,263	\$63,942
		Marketing Specialist	\$46,813 - \$54,101	\$50,718
694	Youth Commission	Technical Writer	\$40,790 ^a	\$40,790
696	Department of Criminal Justice	Audio/Visual Technician	\$31,455 - \$35,309	\$33,570
		Governmental Relations Specialist	\$67,280 ^a	\$67,280
		Information Specialist	\$31,455 - \$47,975	\$39,736
		Marketing Specialist	\$31,972 - \$36,044	\$35,365
		Technical Writer	\$36,043 - \$42,429	\$38,873
701	Texas Education Agency	Governmental Relations Specialist	\$74,603 ^a	\$74,603
		Information Specialist	\$32,583 - \$68,293	\$50,705
		Technical Writer	\$48,324 ^a	\$48,324
771	School for the Blind and Visually Impaired	Audio/Visual Technician	\$25,584 - \$32,338	\$28,961
772	School for the Deaf	Audio/Visual Technician	\$30,202 - \$36,988	\$33,595
		Information Specialist	\$42,523 ^a	\$42,523
802	Parks and Wildlife Department	Information Specialist	\$33,946 - \$59,526	\$47,645

Salary Range and Average Salary by Agency and Job Classification Series

Agency Number	Agency	Job Classification Series	Agency Job Classification Series Salary Range	Average Salary
		Management Analyst	\$56,732 ^a	\$56,732
		Marketing Specialist	\$30,202 - \$51,056	\$39,870
808	Historical Commission	Information Specialist	\$36,200 - \$47,002	\$42,180
		Technical Writer	\$43,918 ^a	\$43,918
809	Preservation Board	Information Specialist	\$35,720 - \$38,482	\$37,101
		Marketing Specialist	\$31,972 - \$34,146	\$33,059

^a Either only one person is employed currently in these positions at this agency or employees in these positions are paid the same salary.

Source: Classification Compliance Audit System.

Recent State Auditor's Office Work

Recent SAO Work		
Number	Product Name	Release Date
08-701	A Classification Compliance Review Report on the State's Auditor and Accounts Examiner Positions	October 2007

Copies of this report have been distributed to the following:

Legislative Audit Committee

The Honorable David Dewhurst, Lieutenant Governor, Joint Chair

The Honorable Tom Craddick, Speaker of the House, Joint Chair

The Honorable Steve Ogden, Senate Finance Committee

The Honorable Thomas “Tommy” Williams, Member, Texas Senate

The Honorable Warren Chisum, House Appropriations Committee

The Honorable Jim Keffer, House Ways and Means Committee

Office of the Governor

The Honorable Rick Perry, Governor



This document is not copyrighted. Readers may make additional copies of this report as needed. In addition, most State Auditor's Office reports may be downloaded from our Web site: www.sao.state.tx.us.

In compliance with the Americans with Disabilities Act, this document may also be requested in alternative formats. To do so, contact our report request line at (512) 936-9880 (Voice), (512) 936-9400 (FAX), 1-800-RELAY-TX (TDD), or visit the Robert E. Johnson Building, 1501 North Congress Avenue, Suite 4.224, Austin, Texas 78701.

The State Auditor's Office is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in employment or in the provision of services, programs, or activities.

To report waste, fraud, or abuse in state government call the SAO Hotline: 1-800-TX-AUDIT.