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Overview

The State’s Position Classification Plan (Plan) provides the salary structure for the majority of the State’s full-time and part-time jobs at state agencies. Employees in those jobs are referred to as classified employees. The salary structure establishes salary ranges for jobs and allows agencies to classify and pay employees appropriately for the work they perform. The State Classification Team, located within the State Auditor’s Office, is responsible for maintaining the State’s compensation and classification system; however, agencies have the first line of responsibility for ensuring that jobs are appropriately classified within the Plan.

This Job Classification Review Guide is intended to serve as a general guideline for agency use. It is designed to assist agencies in determining when to review jobs and how to conduct a job analysis. Agencies can create their own policies and procedures related to reviewing jobs to ensure proper classification in accordance with the Plan, and they are advised to consult with their general counsels when doing so. State agency employees and their supervisors should direct their questions to their agencies’ human resources departments.

For the purpose of this guide, the term “job” refers to both current employee positions and vacant positions.

When to Review Jobs

In accordance with Texas Government Code, Section 654.0155, agencies must review jobs annually to ensure proper classification.

Agencies may wish to review jobs to ensure proper classification in the following instances:

- During the annual performance evaluation process.
- When establishing a new position, prior to posting a job vacancy notice, and/or when creating a new job.
- When there is a major change in duties and responsibilities and/or a job reassignment.
- When agencies or agency divisions undergo a reorganization that results in assigned job duties changing.
• When requested by the agency and supervisor in accordance with agency policy.

• When employees move from one agency to another agency due to a legislative transfer.

• When the Legislature approves new job classifications that may be more appropriate for the duties being performed.

In addition, employee positions may be reviewed during a classification compliance audit conducted by the State Classification Team.

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Every two years, the State Auditor’s Office publishes a report to the Legislature on recommended changes to the Plan. Approved changes go into effect September 1 after each legislative session.

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Collecting Data for a Job Analysis

Job analysis is the process of gathering and analyzing information related to the functions and skill sets necessary for a job.

To determine appropriate job classification, information can be obtained in various ways, including:

• Reviewing the State’s and the agency’s job descriptions.
• Reviewing reclassification request documents submitted by employees or supervisors.
• Reviewing job vacancy notices.
• Reviewing organizational charts.
• Requiring employees to complete questionnaires.
• Meeting with employees and supervisors.
• Observing the work being done.
Factors in Determining Proper Job Classification

Proper job classification is based on many factors. Some of the factors are listed in this section; however, others factors may also be considered.

**Factors That Should Be Considered in Determining Proper Classification**

The proper classification of a job should be determined based on factors such as:

- **Job duties and percentage of time performing those duties.** For example, employees who spend the majority of their time performing work related to auditing should be classified in the Auditor job classification series, with few exceptions.

- **Level of responsibility and complexity of work.** Not all jobs are equally complex or have the same level of responsibilities; therefore, the complexity of the work and the level of responsibility need to be factors in considering appropriate job classification.

When determining job complexity and responsibility level, the following should be considered:

1) What is the nature of the problems that need to be solved? Are those problems more or less complex than the problems associated with similar positions at the agency?
2) What is the decision-making authority?
3) Are unique skills or certifications required?
4) How much discretion is given for making decisions?
5) What level of education is required?
6) How complex is the daily work?
7) Do the job duties and responsibilities have a significant effect on the department or agency?

- **Level of supervision exercised.** If the job being reviewed has responsibility to oversee other employees, then consider the following factors:

1) Number of employees who report directly to the job being reviewed.
2) Level of positions being supervised. For example, is the employee supervising clerical positions, or is the employee supervising senior level positions (some of which may actually supervise others)?
3) Level of authority. For example, does the employee have what the agency may consider to be “full supervisor” responsibilities, or is the employee considered to be a “team lead”?

4) Variety of positions being supervised. For example, is the employee supervising all types of accounting positions, or is the employee supervising employees across many different job classifications?

It is helpful to obtain an organizational chart when reviewing supervisory responsibilities.

The examples below may assist your agency in determining whether the employee considered is a manager/supervisor or more of a “team lead.”

Example One: A team lead serves as the source person for difficult questions and problems from less experienced coworkers, coordinates the team’s leave schedule, and presents project updates to the manager; at the same time, the team lead is responsible only for providing performance data toward the evaluation of team members or providing input in making disciplinary or reward decisions. That employee should be considered a non-supervisory employee. If the job classification series to which that employee is assigned has journey and senior levels, then that employee should be in a senior level.

Example Two: A supervisor assigns duties; hires, disciplines, and rewards employees; approves leave requests and formally evaluates employees; and spends one-third of the time performing non-supervisory duties. That employee should be considered a supervisory employee.

- Level of supervision received. Is the employee’s work checked frequently, or does the employee receive only general direction with occasional status checks?

Below are general guidelines that may be helpful when determining the level of supervision received.

<table>
<thead>
<tr>
<th>GUIDELINES FOR SUPERVISION RECEIVED</th>
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<tbody>
<tr>
<td>Close: Work is checked frequently.</td>
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<tr>
<td>Moderate: Non-routine work is checked frequently, and routine work is checked periodically.</td>
</tr>
<tr>
<td>General: Non-routine work is checked occasionally.</td>
</tr>
<tr>
<td>Limited: General directions are given with periodic status checks.</td>
</tr>
<tr>
<td>Minimal: General directions are given with occasional status checks.</td>
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Misclassifications

Jobs that are identified as not being in a job classification that is the “best fit” for the duties and responsibilities are considered to be “misclassified.”

If a job has been identified as misclassified, the agency must determine how it will address the misclassification. Options include the following:

- Restructure duties to conform to the current job classification.
- Reclassify the position.

Reclassification

A reclassification is defined by statute as a method to properly classify a position based on the duties that an employee currently performs. A reclassification does not indicate that the employee’s assigned duties should or will be changed.

Examples of Appropriate Justifications for a Reclassification

Example One: A supervisor submits a revised job description for a staff member and requests a reclassification review. The classification staff determines that the current duty assignments have changed significantly since the last review and, after completing a job analysis, finds the duties are more consistent with a job classification title in a lower, higher, or equal salary group.

Example Two: A Program Specialist I is moved from the operations and administration department to the accounting department. The employee’s duties have changed significantly, and now the employee performs accounting work the majority of the time. The classification staff determines that the position needs to be reclassified to the Accountant job classification series based on the level of the new duties.

Example Three: Revisions to the Plan included the creation of a new job classification series. Several employees perform work that is more closely related to the new job classification series.

Examples of Inappropriate Justifications for a Reclassification

The following situations may justify an increase in pay but not a reclassification:

Example One: An employee has temporarily taken on additional duties while the agency waits to post a position. The agency anticipates the employee will perform the additional duties for only a few months.

In that instance, the additional duties are only temporary; therefore, the additional duties should not be a factor in determining the proper job classification.
Example Two: A supervisor has had difficulty recruiting a Nurse II and would like to pay that position more. The supervisor would like to keep the duties at a journey level but would like to post the position at a Nurse IV level.

In that instance, if the agency is having difficulty recruiting at the Nurse II level, then it should evaluate the starting pay and the level at which the job is posted. The Nurse IV is a senior-level nursing position; therefore, if the agency determines it wants to post at that level, it would need to reflect that the duties that will be performed are senior-level duties.

Example Three: A supervisor has given an employee an outstanding evaluation. The supervisor has requested that the employee be reclassified to receive more pay.

In that instance, the supervisor should consider a merit increase for rewarding outstanding performance.

In summary, the following factors should not be the primary considerations in determining whether a job is properly classified.

- Number of years in a job (excluding law enforcement employees on Salary Schedule C).
- Increased volume of the same type of work.
- Job performance.
- Functional job title.
- Additional qualifications an employee obtained when nothing else has changed.
- Recent certification.
- Desire to pay an employee more or less.
- Difficulty in recruiting.
- Temporary changes in duties.
- Employee is at the top of the salary range.
Addressing Misclassifications in a Timely Manner

Upon determining a job is misclassified, the reclassification should occur in a timely manner to ensure that:

- The employee receives the recognition of a job classification title that is more appropriate for his or her duties and responsibilities. That may be especially important to an employee who will move to a higher salary group. An example is an employee classified as a Loan Specialist II (journey level) who will be reclassified as a Loan Specialist IV (senior level).

- The employee receives the appropriate compensation for the work being performed. For example, an employee will need to receive a salary increase to bring his or her salary up to the new salary group if the employee is being reclassified to a job in a higher salary group.

- Job postings for vacant positions have job titles and corresponding salary ranges that are appropriate for the duties and responsibilities that will be performed. That can help bring in a more qualified applicant pool and help with retention of new hires.

Salary Administration Rules for Reclassifications

In accordance with Texas Government Code, Section 659.254, and reason code definitions published by the Office of the Comptroller of Public Accounts:

- A classified employee whose position is reclassified into a position with a higher salary group will receive his or her current salary or the minimum salary rate in the higher salary group, whichever is higher. In addition, agencies can provide up to a 6.8 percent increase for employees on salary Schedules A or B for the purpose of maintaining desirable salary relationships among employees in the affected positions.

- A classified employee whose position is reclassified to a lower salary group will be paid at a salary rate that he or she would have received if the position had not been reclassified; however, the maximum of the salary range may not be exceeded.

- When a classified employee is reclassified into the appropriate job classification in a salary group with the same minimum salary, no change in salary is authorized.
Frequently Asked Questions

1. Are agencies required to conduct job classification reviews?

Yes, Texas Government Code, Section 654.0155, requires agencies covered by the Position Classification Act to review job assignments annually to ensure that jobs are classified properly. Agencies also may perform monthly reviews.

2. What if an employee is performing work at a higher level than the employee’s current job classification, but the employee does not meet the minimum requirements for a higher level in the job classification series? For example, our internal job description requires five years of experience to be classified as an Accountant V, but the employee has only four years of experience.

Proper classification is determined by the level of responsibility and duties being performed and not solely by the education level, work experience, or time in a position.

An agency’s internal job evaluation system should not drive state classification determinations. In other words, if your agency has an internal career ladder program that requires an employee to have worked for a particular amount of time in a lower level position within a job classification series before moving to a higher level within the same job classification series, then the agency should ensure that the employee is not performing those higher level duties prior to being promoted.

3. What should an agency do if there is a need to pay an employee more when the employee is at the highest level in the job classification series?

Jobs should be classified in the most appropriate classification based on the work performed. If an agency determines that additional levels are needed in a job classification series, it should submit a request to the State Classification Team during the biennial review of the Plan.

4. What is the difference between a promotion and a reclassification?

A promotion is a change in duty assignment of an employee from one job classification to another job classification with a higher minimum salary requiring higher qualifications, such as greater skill or more experience, and involving a higher level of responsibility. Reclassification is defined as a change in the definition of duties and classification of a job based on duties actually performed.

5. Will a new title change an employee’s Fair Labor Standards Act (FLSA) exemption status?

FLSA exemption status is based on work performed. Visit the U.S. Department of Labor’s Web site at https://www.dol.gov/whd/flsa/ for additional information.
6. When can an agency give an employee a salary increase as a result of a reclassification?

A salary increase as a result of a reclassification may take effect at any time. Please call the Office of the Comptroller of Public Accounts for additional guidance on effective dates.

**Helpful Resources**

Classification Compliance Audits and Reviews:  
http://www.hr.sao.texas.gov/Reports/Category/Compliance/

Conversion Manual for the Position Classification Plan:  

Texas Human Resources Management Statutes Inventory:  
http://www.hr.sao.texas.gov/Resources/StatutesInventory/

Office of the Comptroller of Public Accounts Payroll and Personnel Policies and Procedures:  
https://fmx.cpa.texas.gov/fmx/payper/index.php

Position Classification Plan Recommendations:  
http://www.hr.sao.texas.gov/Reports/Category/CompensationAndClassification/

State of Texas Salary Schedules:  
http://www.hr.sao.texas.gov/CompensationSystem/SalarySchedules

State of Texas General Appropriations Act:  
http://www.lbb.state.tx.us/

State of Texas Job Descriptions:  
http://www.hr.sao.texas.gov/CompensationSystem/JobDescriptions/