Job Description Guide

The State's Position Classification Plan (Plan) provides the salary structure for classified employees in state agencies (excluding legislative agencies and higher education institutions). As part of its biennial review of the Plan, the State Auditor's Office's State Classification Team reviews and revises job descriptions to address changes to the Plan, clarify duties and responsibilities, and incorporate feedback from agencies on their use of the job descriptions.

The job descriptions serve as a general guideline for state agency use. They outline the general duties and responsibilities of each position, define the levels of responsibility and supervision, and give examples of work performed. Because most state agencies use the job descriptions, they cover a variety of general duties and responsibilities that may not apply to every agency. Each state agency should develop functional job descriptions that are more specific to the work of that agency; however, those functional job descriptions still need to be written so that they align with the intent of the state job descriptions.

Components of Job Descriptions

The job descriptions use a standardized format containing the following information:

Job classification title and assigned salary group

Job classification titles and salary groups are approved during each legislative session. The titles within the Plan match the list in Article IX, Section 2.01, of the General Appropriations Act. However, agencies may use functional titles that are consistent with the nature of each state job description but more closely identify the work being performed. For example, an agency may choose to give a position the title of "Transportation Engineer IV" instead of using the State of Texas "Engineer IV" job classification title.

However, if an agency is using a functional title that is similar to a job classification title used in the Plan, the agency should review the duties and responsibilities to ensure that the job is not misclassified. For example, if the agency has a position classified as a Program Specialist but is using "Human Resources Generalist" as a functional title, then the Human Resources Specialist series may be the more appropriate job classification for the duties and responsibilities of that position. For additional information, see the "Factors in Determining Proper Job Classification" section in the State Auditor's Office's Job Classification Review Guide at http://www.hr.sao.texas.gov/Statutes/JobClassificationReviewGuide.pdf.

General description

This section describes the nature of the work performed; level of work (entry-, journey-, and senior-level); complexity of the position; level of supervision; and degree of latitude for initiative and independent judgment (also known as the level of discretion) (see the next page for descriptions of these terms). Those components, along with the general narrative, provide guidance on the intent of the job.

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Level of Work

Entry-level	Generally, this level requires little or no previous training or experience. Work usually is performed under close supervision. This level is considered staff level and not a senior-level position.
Journey-level	Generally, this level requires previous training or experience and specific skills. Work usually is performed under moderate supervision. This level is considered staff level and not a senior-level position.
Senior-level	Generally, this level requires a high level of responsibility, training, experience, and competence. Work usually is performed under minimal supervision.

Level of Complexity

Entry-level	Generally, this level requires little or no previous training or experience.
Routine	Generally, this level uses basic skills acquired through prior work experience.
Moderately Complex	This level requires some work experience and performs non-routine work.
Complex	This level requires experience performing the job and knowledge and application of the job concepts.
Highly Complex	This level requires considerable work experience and highly developed skills.
Advanced and/or Supervisory or Managerial	This level requires significant experience and knowledge of the job, the ability to handle difficult situations and to identify and solve problems, and the possible supervision or management of staff.
Highly Advanced and/or Supervisory or Managerial	This level requires extensive experience and knowledge of the job, the ability to make decisions with significant impact and to identify and solve problems, and the possible supervision or management of staff.

Level of Supervision

Close	Work is checked frequently.
Moderate	Non-routine work is checked frequently and routine work is checked periodically.
General	Non-routine work is checked occasionally.
Limited	General directions are given with periodic status checks.
Minimal	General directions are given with occasional status checks.

Level of Discretion

Minimal	Very little or in rare circumstances.
Limited	Restricted to a small area or scope.
Moderate	Broader scope or area than limited. (Reasonable relative to position.)
Considerable	Decision making with some impact. (Reasonable relative to position.)
Extensive	Broad decision making with significant impact.

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Distinguishing characteristics

This section is included in select job classification series and provides additional clarification on the intent of the job classification series and how the levels within that job classification series are commonly differentiated. It also may clarify the intent of the job classification series compared to another series that may be similar.

Examples of work performed

This section provides a list of the primary duties and responsibilities for each position. Because the duties and responsibilities represent the general nature of the position and must cover multiple agencies, not all employees in each job classification will perform every example listed in the job description for the work performed. In determining the appropriate classification for an employee, agencies may identify job duties that are specific to the job at their agency. However, to be classified correctly, employees should perform the majority of the duties similar to those listed in the general description of work listed in the state job description.

General qualifications

This section outlines the education, experience, knowledge, skills, and abilities an individual may need to adequately perform the duties of the job. Agencies can create more specific qualifications for positions according to the needs and requirements of each job, and they can identify specific certifications that are either preferred or required. However, in situations in which a professional or occupational license is required by law (for example, an attorney must possess a license to practice law), agencies should adhere to the requirements outlined in the state job description. Agencies are responsible for ensuring that employees complete the required training to obtain and/or retain required registrations, certifications, or licenses as identified in the state job description.

Revised/reviewed/added dates

The most recent date on which a job description was reviewed, revised, or added is located in the footer of the job description. The State Auditor's Office's State Classification Team reviews job descriptions after each legislative session and in conjunction with the creation of the conversion manual, which assists agencies in mapping the Plan from one biennium to the next.

- A "**revised**" date indicates the date on which changes were last made to the content of the job description including, but not limited to, the addition and/or deletion of words and phrases.
- A "**reviewed**" date indicates the date on which the job description was reviewed, but either no changes were made or only minor changes were made that did not change the content. For example, a comma may have been added, a misspelled word may have been corrected, or a verb tense may have been changed.
- An "**added**" date indicates that a job description is new to the Plan.

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Occupational category

In the footer of the job description, the occupational category is listed. Occupational categories consist of a broad series of job families characterized by the nature of work performed. For example, the programmer and systems analyst job classification series are included within the Information Technology occupational category. Currently, the Plan covers 26 occupational categories.

Guidance/Team Lead/Supervisor

Some job descriptions will have a reference to providing guidance or performing as a team lead or supervisor.

Guidance – Some job descriptions will state "may provide guidance to others." This describes situations in which an employee may help to train or answer questions and/or help other employees that may be less experienced and need occasional assistance. Employees can perform this duty at any level, but most commonly this would be a job duty for an employee at the journey level or higher of a job classification series.

Team Lead – Some job descriptions will state "may serve as a lead worker providing direction to others." This is commonly found at the senior level and is meant to describe employees who provide oversight of a team, but do not have the level of authority of a supervisor or manager. Although this may be listed in the lower senior-level job descriptions, employees who serve as a team lead could also be found at the highest level within a job classification series.

Supervisor – Some job descriptions will state "may supervise the work of others." This is commonly found in senior level jobs in Salary Schedule B or C, but may also be found in some Salary Schedule A jobs depending on the type of job.

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Questions and Answers

1. **Why do the state job descriptions not contain working conditions (physical, environmental, or sensory requirements)?**

   The state's general job descriptions serve as general guidelines for state agencies in developing functional job descriptions. Working conditions, such as physical, environmental, and sensory requirements, may differ among state agencies. Agencies should consider incorporating these working conditions into their functional job descriptions.

2. **Why do the state job descriptions not include Fair Labor Standards Act (FLSA) designations (for example, FLSA exempt or non-exempt)?**

   Agencies are responsible for determining FLSA designations based on duties and responsibilities of the job. The scope of duties and responsibilities may vary across agencies, which affects the identification of consistent designations on state job descriptions.

3. **I notice that there are additional levels and job descriptions added to or levels deleted from selected job classification series within the Classification Plan. How do I determine which job classification title to use within the series?**

   The current job descriptions reflect all titles approved by the 87th Legislature. Agencies should review all job descriptions within a job classification series to determine the most appropriate job description based on duties and responsibilities performed. Agencies can refer to the Conversion Manual prepared by the State Auditor's Office for additional assistance in addressing changes to the Classification Plan.

4. **If wording on state job descriptions change, do we have to change our internal job descriptions to match?**

   Agencies can keep their functional job descriptions as they are written if they do not conflict with the intent of the most current state job descriptions.

5. **If there is more than one senior level within a job classification series and only the top level says "may supervise the work of others" does that mean employees who supervise must be at that level?**

   In most cases, job classification series have more than one senior level and not all senior levels have a reference to supervisory responsibilities. However, agencies can use any of the senior levels available to classify their employees who may supervise or serve as a team leader.