



JOB DESCRIPTION GUIDE

Introduction

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. Most state agencies use the job descriptions; therefore, the descriptions include a variety of general duties and responsibilities that may not apply to every agency.

The job descriptions are intentionally broad, to give agencies the discretion to tailor specific job duties, responsibilities, requirements, and skills required to develop functional job descriptions that will meet their business needs. These functional job descriptions, while specific to the work of individual agencies, still need to align with the general intent of the state job descriptions.

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Components of Job Descriptions

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 while more closely identifying the work being performed. For example, an agency may choose to assign 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, the Human Resources Specialist series may be a more appropriate job classification for the duties and responsibilities of that position.

Agencies should avoid using functional titles that imply the employee holds a professional license unless the license is actually held by the employee. For example, the title “Network Engineer” may not be used unless the position requires a licensed Professional Engineer under the Texas Engineering Practice Act (Texas Occupations Code, Chapter 1001), and the employee possesses that license.

General description

This section includes a brief summary that describes the main purpose of the job classification series and nature of the work performed.

Distinguishing characteristics

This section is included in selected job classification series (series) to provide additional clarification on the intent of the series or to further explain the purpose of the series when compared to another series that may be similar.

Examples of work performed

This section provides a basic list of the primary duties and responsibilities a position may perform. Together, these duties and responsibilities represent the general nature

of the position. Since these examples may be used by multiple agencies, not all employees in a job classification will perform every example listed.

Duties included in this section illustrate the type of work often performed at the *first level* of the job classification series and indicate how employees might progress through the levels. The omission of specific examples does not exclude employees from being properly classified if the work they perform is similar, related, or a logical assignment for the position.

When determining the appropriate job classification for a position, agencies should identify duties that are specific to the job at their agency. However, to ensure appropriate classification, employees should perform the majority of the duties similar to those included in their classification level within the state job description. For additional information regarding job analysis and factors used to determine appropriate job classification, see the [Job Classification Review Guide](#).

Description of levels

This section describes how the job classification levels within a job classification series are defined and differentiated.

Examples of work and descriptions are distributed by job classification level and are meant to progress through the levels. The section illustrates differences between each level of a job classification series, as well as factors that distinguish between entry-, journey-, and senior-level roles, as applicable.

Each job classification level is described by the appropriate level of work, complexity of the work performed by the position, level of supervision, and degree of latitude for initiative and independent judgment (also known as the level of discretion).

These components, along with the general narrative, provide guidance on the intent of the job classification series.

Level of Work

The level of work differentiates positions within a job classification series based on the required training, experience, skills, and degree of supervision. Not all job classification series will include every level listed below.

Entry-level	Generally, this level requires little or no previous training or experience. Work usually is performed under close supervision.
Journey-level	Generally, this level requires previous training or experience and specific skills. Work usually is performed under moderate supervision.
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

The level of complexity helps differentiate positions within a job classification series based on the nature of the duties, scope of responsibility, and degree of autonomy. Not all job classification series will include every level listed below.

Entry-level	<ul style="list-style-type: none"> • Typically requires little or no previous training or work experience. • Tasks are clearly defined and repetitive, and follow well-established procedures. • Employees focus on learning foundational skills and gaining familiarity with the tasks relevant to the job.
Routine	<ul style="list-style-type: none"> • Typically requires the use of basic skills acquired through education or prior work experience. • Employees perform standard, recurring tasks that require limited independent judgment within established policies or procedures for most tasks. • Guidance is readily available.
Moderately Complex	<ul style="list-style-type: none"> • Typically involves varied or non-routine tasks requiring some prior work experience. • Employees use independent judgment and basic problem-solving skills to complete assignments that may involve interpreting guidelines or selecting from established alternatives. • Work may involve troubleshooting routine to somewhat complex issues or adapting processes to unique situations.
Complex	<ul style="list-style-type: none"> • Typically requires related work experience and knowledge and application of the job concepts. • Employees independently perform a wide range of technical or specialized tasks and are expected to exercise sound judgment in resolving moderately difficult to complex issues. • Employees may start taking on more senior level duties with guidance and oversight.
Highly Complex	<ul style="list-style-type: none"> • Typically requires considerable related work experience and advanced technical or subject-matter expertise. • Employees often handle non-routine/complex tasks, resolve escalated issues, and may serve as subject-matter experts. • Employees may apply specialized knowledge and independent judgment to address high-priority, sensitive, or complex issues.
Advanced	<ul style="list-style-type: none"> • Typically requires significant related work experience and subject matter expertise. • Employees perform challenging or high-impact tasks that may involve sensitive issues and operational decisions, or coordinating complex activities across teams, functions, or locations. • Independent judgment is routinely applied to address high-priority, sensitive, or complex issues.

Highly Advanced	<ul style="list-style-type: none"> • Typically requires specialized knowledge, a high degree of independent judgment, and extensive related job experience. • Employees operate with substantial autonomy and are often responsible for strategic, technical, or operational leadership. • Employees' decisions may influence policies, major projects, or essential support functions. • Often includes oversight of other employees or high-level functions within an organization.
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Level of Supervision

The level of supervision differentiates positions within a job classification series based on the degree of direction, oversight, and guidance given to an employee performing the job. Not all job classification series will include every level listed below.

Close	<ul style="list-style-type: none"> • Work is checked frequently. • Employees receive direct and ongoing supervision, with tasks closely monitored to ensure accuracy and compliance with established procedures and standards.
Moderate	<ul style="list-style-type: none"> • Non-routine work is checked frequently; routine work is checked periodically. • Employees follow clear procedures for most tasks but may require direction or clarification when handling unfamiliar or varied assignments.
General	<ul style="list-style-type: none"> • Non-routine work is checked occasionally. • Employees work under general guidance and are expected to complete tasks independently, referring to supervisors for unusual situations or issues outside standard procedures.
Limited	<ul style="list-style-type: none"> • General direction is provided with periodic status checks. • Employees have broad responsibility for organizing and completing their work and may consult with supervisors for critical decisions.
Minimal	<ul style="list-style-type: none"> • General direction is provided with occasional status checks. • Employees operate with a high degree of independence, require minimal oversight, and regularly exercise independent judgment.

Level of Discretion

The level of discretion differentiates positions within a job classification series based on the degree of latitude for initiative and independent judgment and on the decision-making authority given to an employee performing the job. A reasonable level of discretion is relative to the type of position or role. Not all job classification series will include every level listed below.

Minimal	<ul style="list-style-type: none"> • Very little discretion is exercised and rarely involves deviation. • The scope of discretion is typically restricted to specific tasks that are clearly defined and heavily supervised relative to the type of job.
Limited	<ul style="list-style-type: none"> • Discretion is restricted to a small area or narrow scope. • Decision-making typically involves routine matters, with minor effects on broader goals.
Moderate	<ul style="list-style-type: none"> • Discretion is regularly exercised in managing daily tasks and resolving problems. • Employees are typically expected to use their judgement to choose among accepted methods or approaches within the framework of established policies and procedures, and may escalate non-routine complex issues to a higher level.
Considerable	<ul style="list-style-type: none"> • Employees have broad discretion within their area of responsibility and frequently use independent judgment to solve problems or guide others. • Decisions may affect their department, team, or outcomes within their assigned function.
Extensive	<ul style="list-style-type: none"> • Broad decision-making with significant impact. • Decisions may have long-term consequences and/or be critical to the success of projects, departments, or even the organization as a whole, depending on the position.

General qualifications

This section outlines the education, experience, knowledge, skills, and abilities that an individual may need to adequately perform a job.

Experience and education. Provides general education and experience that are commonly required for the series. Agencies have the discretion to identify the general or specialized experience or education necessary for their positions and tailor requirements to meet business needs.

Knowledge, skills, and abilities (KSAs). This subsection highlights generic KSAs defined by job classification levels. They are intended to progress through the levels. Agencies may identify specific KSAs suited for the position and business needs.

Registration, certification, or licensure. Certain registrations, certifications, or licenses may be outlined in this subsection for certain job classification series.

Agencies may also identify specific certifications that are either preferred or required by their particular agency. 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 must adhere to those requirements.

Revised/reviewed/added dates

The date at the bottom of the page for a job description indicates when the description was mostly recently revised or reviewed, or when a new job classification series was added to the Plan. 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.

- **Revised.** Changes to the content of the job description included the addition and/or deletion of words and/or phrases.
- **Reviewed.** If any changes were made, they did not affect the content of the job description. For example, a comma may have been added, a misspelled word corrected, or a verb tense changed.
- **Added.** A job description was created for a job classification series, or a job classification title is new to the Plan.

Occupational category

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. The occupational category is listed at the bottom of the page for each job description.

Guidance/team lead/supervisor

Some job descriptions refer to the functions of providing guidance or serving in a team lead or supervisor role. These references are described below.

Guidance. Some job descriptions state “may provide guidance to others” or similarly refer to providing guidance. This describes situations in which an employee may help to train or otherwise occasionally assist a less experienced colleague. Employees may perform this function at any level, but most commonly this would be a duty for a journey- or senior-level employee.

Team lead. Some job descriptions state “may serve as a lead worker providing direction to others” or similarly refer to a team lead. This role is meant to describe employees who oversee a team but do not have supervisory or managerial authority and may be found at any senior level, depending on the job classification series.

Supervisor. Some job descriptions state “may supervise the work of others” or similarly refer to supervisory responsibility. This function is commonly found in senior-level jobs in Salary Schedule B or C. It may occasionally be found in some jobs in Salary Schedule A, depending on the type of job.

Frequently Asked Questions

1. How has the format for the job descriptions changed, and do we have to implement the new format?

For selected job descriptions, we consolidated the descriptions of the various levels within a series into a single document describing the entire series. This format change, which will be implemented in phases for additional job descriptions, is intended to standardize content, reduce redundancy, and clarify differences between job classification levels. Agencies are not required to implement the new format and may keep their functional job descriptions as currently written, as long as they stay within the intent of the series and the levels. For example, if the state job description indicates that only senior-level employees may supervise the work of others, but the agency’s functional job description places supervisory duties at the entry level, then the agency’s description would not be aligned with the intent of the state job description.

2. 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.

3. 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.

4. I noticed 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 89th Legislature. Agencies should review the job description of a job classification series to determine the most appropriate classification based on duties and responsibilities performed. Agencies may refer to the Conversion Manual prepared by the State Auditor's Office for additional assistance in addressing changes to the Classification Plan.

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

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

6. 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, but for series that are not presented in the new format, not all senior levels will have a direct reference to supervisory responsibilities. However, agencies may use any of the senior levels in a series to classify their employees who may supervise others or serve as a team lead.