



# Governor's Advisor I

Salary Group: B21  
Class Code: 1880

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
GOVERNOR'S ADVISOR I	1880	B21	\$48,278 - \$78,953
GOVERNOR'S ADVISOR II	1881	B23	\$55,184 - \$90,393
GOVERNOR'S ADVISOR III	1882	B25	\$63,104 - \$103,491
GOVERNOR'S ADVISOR IV	1883	B27	\$76,356 - \$129,137
GOVERNOR'S ADVISOR V	1884	B29	\$92,390 - \$156,256

## GENERAL DESCRIPTION

Performs moderately complex (journey-level) consulting, advising, and analysis work. Work involves serving as a liaison to state agencies in designated specialty areas, reviewing and analyzing state agencies' policies and budgets for effective and efficient operations, keeping the Governor or designee informed, and advising the Governor or designee on pending legislation. May provide guidance to others. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Provides expertise and advises the Governor or designee in specialty areas such as education, agriculture and conservation, criminal justice, economic development, environment, health and human services, transportation, or general government.

Provides complex budget, policy, planning, and technical advice to the Governor or designee.

Provides economic, budget, and policy analyses and subject matter expertise to state agencies.

Works closely with other state agencies to ensure efficient and effective operations and compliance with policies and procedures.

Reviews agency budgets, analyzes budget requests, and responds to budgetary inquiries from the Legislature.

Researches and analyzes new and globally competitive ways of doing business in Texas.

Researches, composes, and proposes fiscal and regulatory policy issues.

Prepares budget requests, strategic planning and policy development documents, and legislation.

Assists with research projects to provide information necessary for strategic planning.

May assist with statewide planning and policy development.

May assist in project planning, organization, and implementation.

May provide guidance to others.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in working with the state legislature and the U.S. Congress, legislative staff, or research services. Graduation from an accredited four-year college or university with major coursework in business or public administration, finance, accounting, economics, political science, law, or a field relevant to assignment is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of the state and federal legislative process; and of state agency budgets, policies, and programs.

Skill in compiling, evaluating, and presenting legislative information; in problem solving and negotiation; and in policy analysis and research.

Ability to analyze issues, to work under pressure and meet close deadlines, to communicate effectively, and to provide guidance to others.