



Governor's Advisor III

Salary Group: B25

Class Code: 1882

<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 highly complex (senior-level) consulting, advising, and analysis work. Work involves serving as a liaison to state agencies in designated specialty areas, coordinating the review and analysis of 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 and legal issues. May supervise the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates research projects and recommends information necessary for strategic planning and operations.

Advises staff in project planning, organization, and implementation.

Performs statewide planning and policy development.

Recommends new and globally competitive ways of doing business in Texas.

Reviews and recommends fiscal and regulatory policy issues.

Reviews and analyzes state agencies' budget requests, strategic planning and policy development documents, and legislation.

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

Monitors agency appropriations and operations.

Assists with planning, implementing, coordinating, monitoring, and evaluating programs.

May establish goals and objectives, and develop and approve schedules, priorities, and standards for achieving goals.

May monitor programs and determine where further research is required.

May provide legislative testimony.

May supervise the work of 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 evaluating and presenting legislative information, in problem solving and negotiating, and in policy analysis and research.

Ability to analyze issues, to work under pressure and meet close deadlines, to communicate effectively, and to supervise the work of others.