

Texas Historical Commission Job Vacancy Notice

Position Title: Human Resources Specialist
Classification Title: Human Resources Specialist III
Job Posting Number: 21-21
Salary: \$3,800.00 - \$4,200.00/Month
Salary Group/Class#: B18/1733
FLSA: Exempt
Opening Date: 12/18/2020
Closing Date: Until filled
Duration: Regular, Full-time
Hours/Week: 40
Work Location Address: 208 E. 10th Street, Austin, TX 78701

JOB OBJECTIVE: Perform complex Human Resources (HR) management work in a fast-paced environment. Work involves administering the agency time and leave functions and coordinating the agency's FMLA program while ensuring compliance with state and federal laws and regulations. Additional duties include maintaining training databases for accuracy, updating the intranet and submitting CAPPs requisitions for HR. May train others. Work under general supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

1. Serve as the subject matter expert and interpret leave and timekeeping rules, regulations, policies and procedures and answer related questions for THC employees. Keep management and employees informed of information which affects pay.
2. Reconcile employee timesheets on a monthly basis in CAPPs; request changes/revisions to employee timesheets; answer staff questions regarding timesheet preparation and revisions; run end of the month reports; and compose emergency leave notifications for signatures.
3. Develop, review and maintain current policies and procedures related to time and leave. Stay abreast of changes to leave and timekeeping laws, requirements or statutes making recommendations on implementation.
4. Train employees on timekeeping processes, procedures and agency leave policies, as needed.
5. Provide lump sum and force documentation to the Payroll Officer, as needed.
6. Coordinate and maintain the agency's Family and Medical Leave (FMLA), sick leave pool, extended sick leave, and Donated Sick Leave programs. Coordinate with the Payroll Officer and communicate affected employee's leave status as needed.
7. Update and maintain the Intranet for the agency. Update regularly to keep agency employees apprised of any changes.
8. Track agency-wide mandatory trainings as needed for items including, but not limited, EEO Training, Ethics Training, Fraud Training, Defensive Driving Training and other trainings; as needed.
9. Ensure workplace posters are accurate and up to date with the divisions and historic sites.
10. Serve as back up for most HR functions. (Including, but not limited to, benefits, new employee orientation, parking coordinator, building keys, Employee Information System (EIS) system Helpdesk/Administrator, job postings and application tracking, etc.)
11. Enter CAPPs requisitions for Human Resources purchases.
12. Create Staff State Service Awards for March all-agency meeting.
13. Assist with entering personnel actions into the Human Resources database system.

14. Serve as the Records and Information Management (RIM) liaison for Human Resources and is responsible for conducting an annual inventory of the division's in-house documents and files.
15. Assist the Director of Human Resources with evaluating and analyzing training needs and effectiveness. Establish agency training schedule and coordinate training classes.
16. May train others.
17. Maintain the highest level of confidentiality in HR matters and any other issues effecting the division and the agency.
18. Adhere to established work schedule with regular attendance.
19. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

20. Perform other duties as assigned.

QUALIFICATIONS/REQUIREMENTS (The application must specifically state how each of the following qualifications are met):

- Graduation from an accredited four-year college or university (one year of work experience related to the essential duties may substitute for one year of college);
- Work experience in administering and coordinating time and leave functions;
- Experience preparing and analyzing technical reports; and
- Required to travel up to 5% of the work period.

PREFER:

- Work experience utilizing Centralized Accounting and Payroll/Personnel System (CAPPS) for time and leave and/or FMLA administration.
- Work experience administering and coordinating time and leave functions at a Texas state agency.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of current state and federal laws and regulations and of the principles and practices relevant to human resources management;
- Knowledge of the Family Medical Leave Act, Health Insurance Portability and Accountability Act and Privacy Law and Consolidated Omnibus Budget Reconciliation Act;
- Working knowledge of state leave laws regarding Extended Sick Leave, Sick Leave Pool, Parental Leave and Leave without Pay;
- Effective verbal and written communication, human relations and organizational skills;
- Strong attention to detail;
- Effective critical thinking skills;
- Skill in providing excellent customer service to both internal and external customers;
- Skill in operating a personal computer with word processing, database, spreadsheet and presentation software;
- Ability to compile and analyze data and generate reports;
- Ability to create original training curricula and present information in group settings;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to work effectively in high-pressure situations and under strict deadlines with extreme attention to detail;
- Ability to gather, assemble, correlate and analyze facts;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to make presentations to small and large groups;
- Ability to effectively handle multiple tasks with a high volume of work;
- Ability to train others;
- Ability to exercise sound judgment and discretion; and
- Ability to maintain the highest level of confidentiality.

REGISTRATION, CERTIFICATION, OR LICENSURE:

Must have or obtain a valid Driver's License and Defensive Driving Course to be able to operate state vehicles.

ENVIRONMENT/PHYSICAL CONDITIONS: Normal office work environment and may have exposure to dust and environmental allergens consistent with normal business activities and human contact. Mostly sedentary in nature but may involve walking; standing; pulling and pushing; kneeling, stooping and bending; performing tasks requiring fine motor skills and coordination; and safely lifting and carrying items weighing up to 30 pounds. Must be able work extended periods at a computer and may require working extended hours and some evenings and weekends, as needed. May involve travel, occasionally overnight.

REMARKS (Application procedures, Special requirements): State of Texas application must be submitted through the Work In Texas website at www.workintexas.com. You must have a Work in Texas profile in order to login and complete the application. If you have questions regarding the application process, please contact your local Work in Texas office. Only applicants interviewed will be notified of their selection or non-selection. Resumes will NOT be accepted in place of a completed application.

The Texas Historical Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, genetic information, age or disability in recruitment, selection, appointment, training, promotion, retention or any other personnel action or deny any benefits or participation in programs or activities which it sponsors.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.

As part of the employment process, THC will conduct a driving and criminal background check. Unsatisfactory information relevant to the position may disqualify the applicant from employment.

Disability access for testing and interview accommodations can be provided upon reasonable notice by contacting Human Resources at 512-305-6729.

THC participates in E-Verify and will provide the Social Security Administration and, if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_HumanResources.pdf

Veterans: Go to www.texasskillstowork.com for assistance with translating your military work experience and training courses into civilian job terms, qualifications/requirements and skill sets.

For New Hires/Rehires: Health insurance is available the 1st of the following month after a 60-day waiting period.

**AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION EMPLOYER**