

Texas Historical Commission Job Vacancy Notice

Position Title:	Coordinator, Performance Management and Professional Development
Classification Title:	Human Resources Specialist V
Job Posting Number:	24-25
Salary:	\$5,000.00-\$6,000.00/Month
Salary Group/Class#:	B23/1737
FLSA:	Exempt
Opening Date:	10/27/2023
Closing Date:	Until filled
Duration:	Regular, Full-time
Hours/Week:	40 hours
Work Location Address:	208 East 10 th Street, Austin, TX

JOB OBJECTIVE: Perform highly complex Performance Management and Professional Development work within the Human Resources Division at the Texas Historical Commission (THC). Coordinate the Human Resources Division's project implementation and ongoing maintenance activities of the CAPPs Performance Management (PM) Module and Professional Development activities. Work involves analyzing, assessing, and evaluating core human resources functions and procedures for fit/gap analysis, identifying business process issues, and developing a change management and training plan. Serve as the agency's advisor to HR team subject matter experts and management for CAPPs HR functional issues. Assist the division with other HR activities and provide guidance on state and federal human resources laws and regulations. Work under limited supervision with moderate latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES:

Serve as CAPPs HR Coordinator for CAPPs Performance Management Module

1. Serve as the CAPPs Performance Management Module and professional development subject matter expert at the THC responsible for planning, coordinating, implementing, and monitoring the CAPPs Performance Management (PM) Module.
2. Coordinate with agency leadership and subject matter experts to develop and implement an effective performance evaluation/management tool within the CAPPs PM Module.
3. Design training plan, including classroom, computer-based, and train-the-trainer methods, desk aids, and procedure manuals.
4. Monitor deployment schedule and team resources to meet expectations and all required deadlines.
5. Coordinate and assist team members with user acceptance testing and issue documentation.
6. Run reports and develop queries for reporting and analysis requirements.
7. Evaluate and recommend effective approaches for post-implementation system maintenance and end-user problems to provide quality customer assistance to employees.
8. Communicate and coordinate with the Comptroller of Public Accounts (CPA) project staff, Information Technology (IT), and Human Resources subject matter experts to complete assignments on schedule.
9. Develop a change management plan, including effective communication approaches and training methods to keep subject matter experts and end-users informed and trained for the system implementation.

Serve as the Agency Coordinator for Professional Development Training Programs

10. Create, develop, and oversee the agency's professional development training programs. Work closely with HR staff (subject matter experts) to develop HR-related technical and managerial training. Will develop

managerial/supervisory training to create an agency-wide management-leadership training program from inception to implementation.

11. Oversee and coordinate activities related to the design, development, and delivery of professional development training programs, including training through training workshops and conferences. This includes face-to-face classroom settings and E-Learning such as audio, video, narrated presentations, webcasts, and virtual learning environments delivered to technical and non-technical staff.
12. Analyze training content to ensure compliance with all state and federal laws regarding accessibility, recommend changes to make content accessible, and remediate accessibility issues.
13. Oversee, analyze, and assess the creation, revision, and development of lesson plans and curricula. Formulate or oversee the formulation of learning objectives, course outlines, instructional materials, training aids, manuals, and other materials. Uses various modern instructional methods, techniques, and formats to create training materials (role-playing, simulations, team exercises, group discussions, videos, and lectures); reviews materials and recommends revisions or changes in scope, format, and content.
14. Formulate and develop plans, procedures, and programs to deliver specific training needs. Maintains work plans and strategic plans to prioritize assignments and individual progress.
15. Resolve and advise staff in resolving training problems; review, revise, and implement policies and procedures for training programs; and identify long-range training goals.
16. Develop a cross-divisional learning program that supports the business objectives and aligns with the agency's vision, mission, and goals. Conduct learning/training needs assessment and establish training delivery systems.
17. Plan, develop, standardize, implement, coordinate, monitor, and evaluate procedures and business practices for the assigned human resource functions to increase the effectiveness and efficiency of Human Resources service delivery.
18. Assist with developing communication plans to drive participation and learning experiences throughout the agency.
19. Assist with talent management programs, including succession planning, recruitment, and retention programs. Assess workforce competencies and skills, identify gaps, and develop programs to fill gaps.
20. Adhere to an established work schedule with regular attendance.
21. Follow all THC safety guidelines/procedures and ethics requirements.

NON-ESSENTIAL DUTIES:

22. 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);
- Minimum three years of work experience in training and development and/or performance management;
- Work experience interpreting and ensuring compliance with human resources state and federal laws and regulations;
- Valid driver's license, acceptable driving record and ability to drive a state vehicle; and
- Required to travel up to 10% of the work period.

PREFER:

- CAPPs experience in CAPPs Performance Management (PM) Module;
- Prior State of Texas experience in Human Resources;
- Professional in Human Resources (PHR)/Senior Professional in Human Resources (SPHR) certification or SHRM-Certified Professional (SHRM-CP)/SHRM-Senior Certified Professional (SHRM-SCP).

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principles and practices of human resource management and the federal, state, and local laws, statutes, and regulations relating to employment law and human resources management.
- Knowledge of core HR functions, including payroll/compensation management, time and labor, position management, recruiting, performance evaluations, training/learning management systems, and employee relations.
- Ability to effectively organize activities, plan projects, and evaluate required actions to meet deadlines.
- Ability to work well in a team environment within the Human Resources Division and with all divisions of the agency and other state agencies
- Effective verbal and written communication, human relations, and organizational skills;
- Skill in providing customer service excellence to both internal and external customers;
- Skill in operating a personal computer with word processing, database, and spreadsheet software;
- Strategic planning skills;
- Effective critical thinking skills;
- Ability to analyze problems, evaluate alternatives, and recommend effective solutions;
- Ability to process information in a logical manner and to assess validity;
- Ability to plan, coordinate, and assist in overseeing the work of others;
- Ability to develop, implement, and evaluate policies and procedures;
- Ability to work in a setting requiring self-motivation/cooperative decision-making and to work effectively with diverse groups of people;
- Ability to work effectively under pressure and meet strict deadlines while maintaining extreme attention to detail;
- Ability to multi-task in a fast-paced environment;
- Ability to adapt successfully and quickly to change and deliver quality results in a timely manner;
- Ability to plan, organize, and work independently, as well as within a team environment;
- 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 to 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 [CAPPS website](#). 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 (gender, sexual orientation, and pregnancy), national origin, disability, age, military status, genetic information, or protected activity 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 their exemption from the requirement as a condition of state employment.

THC will conduct a driving and criminal background check as part of the employment process. 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:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_HumanResourcesandTrainingandDevelopment.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.

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