



TEXAS MILITARY FORCES
 Joint Forces Headquarters
 Adjutant General's Department
 Post Office Box 5218
 Austin, Texas 78763-5218
 512-782-5001

STATE AGENCY JOB VACANCY NOTICE

POSTING NUMBER: 2011-55

POSTING DATE: 27 May 2011

CLOSING DATE: 10 June 2011

TITLE: Human Resources Specialist II (Human Resources Assistant)

STATE CLASSIFICATION #: 1731

SALARY GROUP: B15

MONTHLY SALARY: \$2,645.00 - \$3,500.00

OPENINGS: 1 (More than one position may be filled.)

FULL TIME **PART-TIME** **TEMPORARY**

HOURS WORKED WEEKLY: 40 (Monday thru Friday)

Occasional weekend or late-evening work may be required.

SHIFT WORK: Yes No

FLSA: Admin-Exempt **JOB CATEGORY:** C

TRAVEL REQUIRED: Yes (Minimal) No

AGENCY CAR FURNISHED: Yes No

WORK LOCATION: State Services, State Human Resources, Bldg. 10A,
 Camp Mabry, Austin Texas 78703

INTERVIEW LOCATION: Adjutant General's Department, Camp Mabry, Austin, TX 78703

PROCESS: Applicant must complete and submit the State of Texas Application for Employment. Interviews are scheduled based upon information furnished on their employment application.

Upon hire with the State of Texas, males between the ages of 18 through 25 must provide proof of registration or exemption with the Selective Service. For further information, visit the Selective Service website at <https://www.sss.gov/RegVer/wfVerification.aspx>.

SECURITY CLEARANCE: Selected candidate must complete security clearance. The process includes a National Agency Check and Inquiry (NACI) and fingerprinting. New employees must complete and sign the Office of Personnel Management (OPM) Form SF85P. Completed forms are submitted to the OPM for the background investigations.

HOW TO APPLY

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| <p>APPLY ONLINE AT: www.workintexas.com</p> | <p>MAIL APPLICATION TO: Adjutant General's Department ATTN: JFTX-HR-S P. O. Box 5218 Austin, TX 78763-5218</p> | <p>APPLY IN PERSON: Monday-Friday, 8 AM to 4 PM 2200 West 35th St. Camp Mabry, Building 10A Austin, TX 78703</p> |
| <p>FAX APPLICATION TO: (512) 782-5669</p> | | <p>Telephone # (512) 782-5133</p> |
| <p>EMAIL APPLICATION TO: txagdstatejobs@tx.ngb.army.mil</p> | | |

The Adjutant General's Department does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services. If you are in need of a reasonable accommodation, contact the State Human Resources Office, Adjutant General's Department.

GENERAL DESCRIPTION

Performs routine (journey-level) human resources (HR) management work. Assists HR staff with administering human resources management programs and ensuring compliance with state and federal laws and regulations. Serves as HR Receptionist and performs staffing and employee benefits functions. Provides assistance with classification, staffing, benefits, special leaves, Family and Medical Leave Act (FMLA) and Workers' Compensation issues. Reports to the HR Director and works under moderate supervision with limited latitude for the use of initiative and independent judgment.

JOB DUTIES AND RESPONSIBILITIES

- Answers telephone and responds to customer inquiries.
- Provides customers with verbal and written information that may require the use of judgment and the interpretation of policies, laws, rules and procedures.
- Assists Staffing Specialist with the selection and recruitment program.
- Posts job announcements on internal and external websites.
- Intakes, logs and screens employment applications for minimum qualifications.
- Performs employment and reference checks, conducts open records requests from other governmental entities and audits selection packets for quality assurance.
- Serves as Assistant Benefits Coordinator and conducts benefits presentation at New Employee Orientation (NEO) as needed.
- Assists in responding to employee inquiries regarding insurance, TexFlex, TexaSaver, retirement and Workers' Compensation benefits.
- Processes insurance benefits for employees using ERS Online and in accordance with established policies and procedures.
- Assists with annual enrollment activities, data entry and record keeping.
- Prepares retirement and service certificates.
- Handles the requisition of state flags and agency coins for retirement and service awards.
- Processes requests and maintains log of administrative leave for outstanding performance.
- Monitors and maintains required Employee Equal Opportunity (EEO) training records.
- Explains and interprets HR policies, procedures and practices to internal and external customers.
- Maintains personnel files in accordance with internal policies and agency's retention schedule.
- Compiles and composes various HR correspondence and reports.
- Assists in creating, revising and implementing HR forms.
- Prepares NEO packets.
- Assists with processing employee personnel actions.
- Handles confidential HR documents to include medical and/or personnel files.
- Performs special projects and related work assignment as needed.

QUALIFICATIONS AND REQUIREMENTS

EDUCATION: Graduation from an accredited four-year college or university is required. (SEE SUBSTITUTION BELOW)

PREFERRED EDUCATION: Graduation from an accredited four-year college or university with major course work in human resources management, business or public administration, organizational development or a related field is preferred.

EXPERIENCE:

- A minimum of one year experience working in human resources is required.
- Experience answering a multi-line telephone is required.
- Experience developing and maintaining Excel spreadsheets is also required. (Applicant must demonstrate experience on Application for Employment.

PREFERRED EXPERIENCE:

- Experience working with the State of Texas Classification Plan.
- Experience using USPS/USAS.
- Experience in administering employee health benefits.
- Experience using ERS Online.

SUBSTITUTION: Additional years of experience working in human resources can substitute for educational requirement on a year-per-year basis.

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of human resources management.
- Knowledge of HR federal, state and local laws, statutes and regulations.
- Knowledge of state employee health benefits administration.
- Knowledge of the state classification system.
- Knowledge of Texas state agency personnel policies and procedures.
- Knowledge of compensation principles and practices.
- Skill in analyzing job requirements when screening employment applications.
- Skill in effective verbal and written communication, human relations, analytical and organization.
- Skill in using correct grammar, both orally and in written format.
- Skill in operating a personal computer using MS Word, Excel, PowerPoint and various software applications.
- Skill in developing and maintaining database, word processing and spreadsheet programs.
- Skill in performing accurate data entry and updating records in a timely manner.
- Skill in proofreading and verifying data entry and other materials for accuracy, completeness and compliance.
- Skill in reviewing forms and reports for accuracy.
- Ability to file documents accurately and in a timely manner.
- Ability to perform independent research in carrying out HR duties.
- Ability to understand, interpret and explain policies and procedures to employees and the general public.
- Ability to handle multiple tasks with a high volume of work and tight turnaround dates.
- Ability to use independent judgment in prioritizing and determining daily responsibilities.
- Ability to maintain highest level of confidentiality.
- Ability to communicate effectively with co-workers and customers.
- Ability to work effectively and cooperatively in a small team setting.
- Ability to demonstrate superior customer service skills by maintaining a pleasant professional manner while communicating tactfully and effectively with others.

PHYSICAL CONDITIONS

Work is typically performed in a sedentary office setting involving sitting, standing and walking to perform job duties. Regularly bends, stoops or squats to perform filing. Work requires extensive use of a personal computer and telephone. This position may periodically require the ability to lift, carry, move and/or set up equipment and materials that weigh up to 25 pounds.

The duties and responsibilities of your job may significantly impact the environment. You are responsible to maintain awareness of your environmental responsibilities as dictated by legal and regulatory requirements, your organization, and its changing mission.