

TEXAS COMMISSION ON LAW ENFORCEMENT
STATE AGENCY – JOB VACANCY NOTICE

POSITION TITLE: Human Resources Specialist V

SALARY: \$68,000 - \$75,000

DURATION: Full-Time

CLOSING DATE: Until Filled

NUMBER OF OPENINGS: 1

LOCATION: TCOLE Headquarters - 6330 East Hwy 290, STE 200 Austin, Texas 78723

GENERAL DESCRIPTION

Performs advanced (senior level) human resources management work. Work involves coordinating and administering the operation of a human resources management program (employee development, recruitment and selection, HR compliance, classification, employee relations, records, discipline, workers' compensation, safety, and benefits). Works under limited supervision, with considerable latitude in the use of initiative and independent judgment. May be required to work more than 40 hours a week and travel occasionally.

EXAMPLES OF WORK PERFORMED

Provides advice and counsel to employees and management on issues, rules, and policies related to human resources management, including handling issues and questions referred by other staff; and develops solutions to problems by following procedures or applying policy.

Prepares and updates employment records.

Coordinates the production, maintenance and analysis of HR systems, files, policies, records, and reports.

Counsels management or staff on issues, and explains rules, policies, and regulations related to human resources.

Conducts job analyses to determine proper classification and prepares new or revised job descriptions and job postings.

Develops workforce plans; advises management on executing workforce planning solutions.

Conducts and/or coordinates thorough internal investigations of grievances and complaints; and recommends appropriate action.

Conducts reviews and evaluations, and produces statistical or narrative reports of findings.

Develops, reviews, revises, and implements human resources policies and procedures.

Coordinates the recruitment of applicants and makes recommendations for selection; and oversees the administration of employment tests.

Prepares various human resources correspondence and reports, including confidential correspondence and reports.

Monitors and determines the effectiveness of human resources and administrative management programs and recommends solutions to problems.

Coordinates the agency safety management program.

Attends work regularly and observes approved work hours in accordance with agency policies.

Plans, designs, and conducts general meetings, workshops, and employee training.

May assist with the preparation of budget estimates.

May administer disciplinary action.

May create, maintain, and administer training related to human resources.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Two (2) years of full-time experience required in human resources management work that includes human resources functions.

Graduation from an accredited four-year college or university with major coursework in human resources management, business or public administration, organizational development, or a related field is required.

Experience and education may be substituted for one another.

Preferred: 3+ years full time HR experience
 Experience with CAPPS HR
 A current PHR, SPHR, SHRM-CP, SHRM-SCP designation

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles and practices of human resources management; human resources programs such as employment, compensation, classification, employee relations, benefits, workers' compensation, or organizational development; and federal, state, and local laws and regulations governing personnel activities.

Skill in oral and written communication, conducting interviews, using a computer and human resources-related software applications, handling multiple tasks and prioritizing, and problem solving.

Ability to explain policies and procedures to staff and the public; to maintain confidential and sensitive information; to develop and analyze human resources processes; to establish and maintain effective working relationships with applicants, employees, and the public; and to communicate effectively.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require registration, certification, or licensure in a specialty area. Selected candidate must pass a background investigation.

Benefits:

Free Parking

Defined Retirement Benefit Plan.

Optional 401(k) and 457 accounts.

Medical Insurance (after waiting period) - State pays 100% of the health plan premium for eligible full-time employees and 50% of the premium for their eligible dependents. State pays 50% of the eligible part-time employee's premium and 25% for eligible dependents.

Optional Benefits such as dental, vision, and life insurance.

Minimum of 96+ Hours of Annual Leave a year **Annual leave increases with length of service. Sick pay, federal/state holidays, possible public service student loan forgiveness.

MILITARY OCCUPATIONAL SPECIALTY CODES can be found at <http://www.hr.sao.texas.gov/CompensationSystem/JobDescriptions>

VETERAN'S PREFERENCE: If you choose to claim veteran's employment preference including surviving spouse or orphan of a veteran as outlined by the State of Texas, you must attach a DD214 at the time your application is submitted.

FOR NEW HIRES/REHIRES: Health insurance is available the 1st of the following month after a 60-day waiting period.

TO APPLY: Application may be completed at: [Job Search \(taleo.net\)](#)

APPLICATIONS SUBMITTED THROUGH WORK IN TEXAS: Work In Texas (WIT) applicants must complete the supplemental questions to be considered for the posting. To complete the supplemental questions please go to CAPPS Recruit to register or login and access your profile. Go to CAPPS Recruit to sign in (Link: <https://capps.taleo.net/careersection/407/jobsearch.ftl?lang=en>)

PLEASE NOTE: All applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information. Candidates may be asked to participate in a skills demonstration and/or presentation. Salary is contingent upon qualifications and is subject to salary administration and budgetary restrictions.

- Complete copies of college transcripts must be furnished to the divisional hiring representative at the time of the interview for positions.
- If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Only applicants scheduled for interviews will be contacted.
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- *As an equal opportunity employer, we hire without consideration to race, religion, color, national origin, sex, disability, age, or veteran status, unless an applicant is entitled to the veteran's preference.*
- *This position requires the applicant to meet Agency standards and criteria which includes passing a pre-employment criminal background check, prior to being offered employment by the Agency.*