



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: October 9, 2018

Closing Date: Until Filled

Job Listing Identification Number: 7336937

State Class. No. and PayGroup: 1735/B20

State Job Title: Human Resources Specialist IV

FLSA Status: Exempt Non-Exempt

Agency Job Title: HR Generalist

Location: Austin, Texas

Monthly Salary: \$3,764.00 - \$4,166.67

Type of Job: Full Time Part Time

Remarks: Salary commensurate with experience.

Travel Required: Yes 10% No

Job Description:

Performs highly complex (senior-level) human resources management work. Work involves coordinating and administering a human resources management program and ensuring compliance with state and federal laws and regulations. May train others. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Serves as agency's primary contact for recruitment and selection; posts job vacancies, screens applications for minimum and preferred qualifications, communicates with hiring manager about requirements and selection; ensures selection materials are received.
- Coordinates and conducts new hire onboarding.
- Serves as agency's training liaison; communicates with management about training offerings; tracks employee development; recommends training to divisions; assists with developing new training curriculum; coordinates the scheduling of training activities (including reserving the room, obtaining required equipment, coordinating with all necessary parties).
- Participates in human resources-related activities that strive to improve employee morale, culture, and employee satisfaction; assists in creating surveys and questionnaires, and proposes ways the agency may address needed improvements; serves on the Enrichment Team and actively contributes ideas and suggestions for improving OCA work life; participates in the Managers Roundtable meetings and discussions
- Assists with classification matters, including evaluating jobs, preparing or revising job descriptions, and conducting compliance audits.
- Prepares and maintains various human resources correspondence and reports.
- Serves as the primary benefits coordinator for the agency.
- Assists in developing human resources policies and procedures and forms.

- Maintains and reviews human resource automated systems, virtual files, and records, and analyzes human resources reports.
- Stays current on existing and new trends in human resource management, performance management, training, organizational development and leadership and makes recommendation to adapt and implement them in the agency.
- Assists Human Resources Director with Risk Management.
- Represents agency at job fairs.
- Performs related work as assigned and complies with all OCA policies

Minimum Qualifications:

- Graduation from an accredited college or university with major coursework in human resources management, business or public administration, or closely related field; may substitute four years of related experience for required education on a year for year basis.
- Four additional years of full-time HR experience.
- Proficient in Microsoft Office Suite.
- Must be able to maintain confidentiality with sensitive information.
- Skill in effective written and oral communication.
- Skill in handling multiple tasks, prioritizing, and meeting deadlines.
- Skill in exercising sound judgment and effective decision-making.
- Ability to coordinate, collaborate, and employ good interpersonal skills.
- Ability to work effectively with a wide variety of internal and external customers.
- Ability to work cooperatively with others in a professional office environment.
- Ability to handle stress and work under tight deadlines.

Preferred Qualifications:

- Bachelor's or advanced degree in in HR or closely related field.
- PHR or SHRM-CP certification.
- HR experience with a State of Texas employer.
- Experience with classification, compensation, recruiting, and onboarding.
- Experience presenting training material on HR matters.
- Experience with Centralized Accounting Payroll/Personnel System (CAPPS) or PeopleSoft.

Employment Conditions:

- Operates standard office equipment.
- Performs sedentary office work.
- May be required to move equipment or other materials weighing up to 20 pounds Operates
- Must sit for extended periods of time.

Note:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

42A, PS,10,8411, SoX1

Additional Military Crosswalk information can be accessed at

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_HumanResources.pdf

To Apply:

Submit a complete application through Work In Texas at www.workintexas.com. Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a **completed state application** will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration 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.

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.