



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: October 13, 2021

Closing Date: Until Filled

Job Listing Identification Number: 14863677

State Class. No. and PayGroup: 1622/B28

State Job Title: Director III

FLSA Status: Exempt Non-Exempt

Agency Job Title: Human Resources Director

Location: Austin, Texas

Monthly Salary: \$8,750.00-\$9,666.67

Type of Job: Full Time Part Time

Remarks: Salary commensurate with experience.

Travel Required: Yes 5% No

Job Description:

Performs advanced (senior-level) managerial work directing and administering human resources for the Office of Court Administration (OCA) with approximately 263 employees statewide. The Human Resources (HR) Director ensures compliance with state and federal laws and regulations and serves as HR generalist and consultant to agency management in all areas of human resources. Provides hands-on administration of all human resources functions. The HR Director works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Directs program activities and business functions within the HR division; supervises HR staff.
- Plans, develops, implements, reviews, and revises human resource policies and procedures in accordance with state and federal laws.
- Ensures compliance with agency human resource policies, procedures, plans, and guidelines.
- Manages recruitment, hiring, classification, performance management, special leave, training, and other agency human resources programs.
- Serves as consultant and resource to presiding judges in management of specialty courts staff, and to appellate court clerks and justices as requested. May consult with trial courts as needed.
- Serves as agency officer for various required functions, including benefits, equal employment opportunity, risk management, ADA, safety, and workers' compensation.
- Processes personnel actions for new hires, reclassifications, promotions, terminations, merit increases and other actions; coordinates personnel actions with the payroll officer in areas related to salary actions, leave, terminations, and benefits exceptions; coordinates personnel issues and exceptions with appropriate entities including ERS, SORM, TWC, SAO and other compliance agencies as necessary.
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Graduation from an accredited four-year university; may substitute relevant experience for education on a year per year basis.
- Five years of experience in human resources management.
- HR experience in a Texas State government agency.
- Proficiency with Microsoft Excel and Word.

Preferred Qualifications:

- Bachelor's or Master's degree in Human Resources or closely related field.
- SPHR/PHR certification.
- Experience as an HR Generalist at a Texas State government agency.
- Experience in a lead or supervisory capacity at a Texas State government agency.
- Knowledge of and experience with the Centralized Accounting, Payroll and Personnel System (CAPPS)
- Familiarity with State of Texas Uniform Statewide Payroll System (USPS) or Standardized Payroll/Personnel Reporting System (SPRS).
- Experience interacting with elected officials or appointed board members.

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.

641X, MGT10, 8003, 90Go

Additional Military Crosswalk information can be accessed at

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

To Apply:

All applications for employment with the Office of Court Administration must be submitted

electronically through 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.

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.