



Austin American Statesman
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Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: April 13, 2026

Closing Date: April 27, 2026

Job Listing Identification Number: 00057345

State Class. No. and Pay Group: B18/1731; B20/1733

State Job Classification: Human Resources Specialist
II-III

FLSA Status: Exempt

Functional Title: HR Business Partner

Location: Austin, TX

Monthly Salary: \$4,200.00 - \$5,000.00

Type of Job: Full Time

Remarks: Salary and classification level dependent
upon qualifications.

Travel Required: Yes 10%

Job Description:

Performs routine (journey-level) or complex (senior-level) human resources management work. Work involves administering or assisting the Human Resources Program within the Office of Court Administration and delivers various tasks in Human Resources including but not limited to job postings, screenings, interviewing, employee relations, training, engagement and benefits. Works under moderate or general supervision, with limited latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Partners with hiring managers to provide guidance and support on the full life cycle of job postings.
- Provide routine support for requests made under the Americans with Disabilities Act (ADA), the Family Medical Leave Act (FMLA), and other benefits programs.
- Manages the administration of benefits, including entering elections into the online Employee Retirement System (ERS) of Texas, advising employees on benefits-specific questions.
- Maintains recruiting practices, including developing recruiting initiatives, providing screenings and interview questions; evaluates specific qualifications and refers qualified candidates to appropriate, relevant positions. Assists with onboarding new employees including participating in New Hire Orientation; ensures all new hire paperwork is sent, submitted timely and filed in the new employee's e-file.
- Maintains e-personnel files, ensuring all pertinent documents are filed and records retention schedule is followed.
- Conduct job analyses to determine proper classification and prepare new or revised job descriptions, job postings, and maintain templates as needed.
- May screen telephone calls and greets visitors; routes calls and directs visitors to appropriate staff.
- Attends work regularly in accordance with agency leave policy
- Performs related work as assigned and complies with all OCA policies.

To be considered for this position, a resume must be attached and applications must be complete, including start and end dates of work experiences.

Minimum Qualifications:

Human Resources Specialist II:

- Graduation from an accredited four-year college or university.
- One (1) year of full-time Human Resources experience within a Texas State Agency.
- Experience working directly with CAPPs HR/Payroll/Recruit.
- Proficient with Microsoft Office products (Word, Excel, SharePoint)

Human Resources Specialist III:

- Graduation from an accredited four-year college or university.
- One (1) year of full-time Human Resources experience within a Texas State Agency.
- Experience providing guidance on benefits within Human Resources at a Texas State Agency.
- Experience working directly with CAPPs HR/Payroll/Recruit.
- Proficient with Microsoft Office products (Word, Excel, SharePoint)

Preferred Qualifications:

- Experience in state classification analysis.
- Experience with Family Medical Leave Act (FMLA) and/or other federal leave programs.
- Certification from the Society of Human Resource Management or the Human Resources Certification Institute.

Knowledge, Skills, and Abilities (KSAs):

- Knowledge of principles and practices of human resources management.
- Knowledge of human resources programs such as employment, compensation, classification, employee relations, benefits, workers' compensation, or organizational development.
- Knowledge of federal, state, and local laws and regulations governing personnel activities.
- Knowledge of CAPPs HR/Payroll/Recruit.
- Knowledge of SharePoint applications and tools.
- Skilled in handling multiple tasks and prioritizing.
- Ability to maintain confidential and sensitive information.
- Ability to communicate effectively, both orally and in writing.
- Ability to analyze information, make correct inferences, and draw accurate conclusions.

Employment Conditions:

- Regular attendance is required.
- Travel may be required.
- Operate standard office equipment, computer hardware and software.
- Must sit for extended periods of time.

- May operate a motor vehicle to conduct agency business.
- May require some lifting, up to 20 pounds.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position - Army: 42A Human Resources Specialist, Navy: NC Navy Counselor, Coast Guard: YN Yeoman; Marine Corps: 0111 Administrative Specialist, Air Force: 3FOX1 Personnel, Space Force: No military equivalent. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. However, additional Military Crosswalk information can be accessed at: https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_HumanResourcesandTrainingandDevelopment.pdf

To Apply: All applications for employment with the Office of Court Administration must be submitted electronically through [CAPPS Careers](#) and can be viewed on 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.