

Opening Date: 09/01/2021
Closing Date: Open Until Closed
Work Location: Austin, Texas
Posting Number: 22-02
Monthly Salary: \$3,763.17 - \$5,833.34*
Group/Class: B20-B22/1735 -1737
Travel %: 5%
Division/Department: O&A/Human Resources
Number of Positions: 1

*Salary commensurate with experience and qualifications

JOB VACANCY NOTICE

Human Resources

Team Lead

(Human Resources Specialist IV-V)

Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701
Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142
Apply at: Work in Texas www.workintexas.com OR
HR@twdb.texas.gov

We offer a competitive compensation and benefits package including medical, dental, vision, 401(k), flexible spending, and flexible work hours so you can have a work/life balance! For more information about these benefits and more visit: <http://www.twdb.texas.gov/jobs/benefits.asp>

Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 42A Human Resources Specialist, 120X RL - Special Duty Officer - Human Resource Officer, 3F0X1 Personnel or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at

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

Job Description Summary

Performs highly complex (senior-level) to advanced human resources management work. The HR Team Lead coordinates several programs to include the administration of benefits, compensation, recruitment and staffing and performance development. Work involves administering a human resources management program and ensuring compliance with state and federal laws and regulations. Serves as the agency's Worker's Compensation Coordinator and Timekeeping Administrator. Maintains personnel data and completes agency state and federal reporting requirements. Trains and supervises the work of others. Works under limited supervision, with moderate to considerable latitude for the use of initiative and independent judgment. Reports to the Human Resources Manager of the Human Resources Division.

Essential Job Functions

- Serves as the human resources team lead and primary backup to the Human Resources Manager.
- Provides senior level consultative and technical Human Resources assistance to TWDB employees.
- Plans and assigns work of the Human Resources generalist staff and provides oversight of quality control, reviews team staff assigned tasks and work outputs.
- Assists, guides, recommends, and interprets policy and procedures for TWDB staff regarding human resources matters.
- Researches, develops, writes, and updates policies, procedures, and guidelines.
- Oversees the new employee orientations and exit interviews process including processing paperwork, auditing, and implementing updates and process improvements.

Female and minority applicants are encouraged to apply.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, sexual orientation, age, or disability in employment or provision of services, programs, or activities.
Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

HR-002 (Non-Supervisory)
Revised 06/26/2020



The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

Job Vacancy Notice (cont.)

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- Processes personnel actions and ensures appropriate databases and spreadsheets are accurately maintained.
- Performs data entry in the state's Centralized Accounting, Payroll and Personnel System (CAPPS).
- Manages e-signature software and processes for routing and approval of forms and documents.
- Serves as the agency's Benefits Coordinator and oversees the entry of employee benefits data in ERS Online, and coordinates Summer Enrollment.
- Processes verifications of employment and prior state service requests.
- Recruits qualified candidates and assists in the TWDB selection process to include creating job descriptions and job posting documents, interfacing with hiring managers, providing technical assistance and guidance in the recruitment, interview, and selection process.
- Creates and updates reports to track master staffing, turnover, and related Human Resources information.
- Handles state and federal human resources reporting requirements.
- Assist with conducting classification audits, determining Federal Leave Standard Act (FLSA) status, conducts salary surveys, providing guidance and recommendation on promotions, demotions, reclassification, transfers, separations, and merit increases.
- Serves as the subject matter expert on performance plans and appraisals.
- Gathers and analyzes data for assigned projects.
- Provides technical assistance for staff discipline actions and rewards.
- Serves as the Worker's Compensation Claims Coordinator for the agency by reporting and processing workplace accidents and/or injuries to the State Office of Risk Management.
- Oversees monthly leave accounting timekeeping processes for the agency in CAPPS.
- May serve as the Training Coordinator for human resources TWDB training and development courses.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Assists with special projects as assigned.
- Performs other duties as assigned.

Minimum Qualifications

- Graduation from an accredited four-year college or university with major course work in Human Resources Management, Business Administration, Organizational Development, or a related field.
- Five to seven years of human resources and administrative office experience.
- Four years Human Resources experience in Texas state government.
- Maintains a professional or senior professional human resources certification.
- Relevant education and experience can be substituted on a year-for-year basis.

Preferred Qualifications

- Knowledge of and experience with the Centralized Accounting, Payroll and Personnel System (CAPPS).
- Experience designing, developing, and facilitating training programs.
- Experience writing policies, procedures, and guidelines.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to the Human Resources Division and of the principles and practices of public administration.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to communicate effectively clearly and concisely, verbally and in writing.
- Ability to make mature, objective decisions and identify areas of potential problems.

Job Vacancy Notice (cont.)

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- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance, and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 5% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.