JOB VACANCY NOTICE

Human Resources
Special Projects Coordinator
(Program Specialist I)

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

The Texas Water Development Board (TWDB) endorses telecommuting and hybrid workplace plans, in addition to other flexible work alternatives. We offer 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 OS Operations Specialist, 612X LDO - Operations, Surface, 8U000 Unit Deployment Manager 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_ProgramManagement.pdf.

Job Description Summary
Performs routine (journey-level) special projects work within the Human Resources Division. Work involves assisting with planning, developing, and implementing human resources programs and providing consultative services and technical assistance to program staff or the general public. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Reports to the Manager of the Human Resources Division.

Essential Job Functions
- Provides support on a broad range of administrative and human resources-related functions and projects.
- Performs an array of technical, training, research, planning, policy, program assessment, and activities related to human resources programs.
- Researches, develops, writes, and updates policies, procedures, and guidelines.
- Manages and maintains human resources information systems, including the Centralized Accounting and Payroll/Personnel System (CAPPS) and related modules. Assists with implementation of new systems and processes.
- Coordinates, organizes, conducts, and assesses staff development programs. Evaluates and analyzes training needs.

Female and minority applicants are encouraged to apply.

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).

HR-002 (Non-Supervisory)
Revised 06/26/2020
Job Vacancy Notice (cont.)
Posting number 22-29

• Develops, conducts, and coordinates training in a classroom, distance learning, or e-learning environment. Facilitates workshops and meetings.
• Serves as the primary liaison for the agency’s leadership and other training programs offered by the agency.
• Prepares and analyzes reports and surveys, including staff surveys. Utilizes software such as Survey Monkey and Microsoft Forms.
• Manages human resources-related contracts.
• Manages e-signature software and processes for routing and approval of forms and documents.
• Serves as a subject matter expert on performance plans and appraisals processes and systems.
• Performs comprehensive reviews of literature, statutes, rules, and/or policies and prepares administrative reports, studies, and specialized research projects.
• Analyzes legislation and implements related policy and procedural changes.
• Assists with broader-level projects under the purview of Operations and Administrations as needed.
• Assists, guides, recommends, and interprets policy and procedures for TWDB staff regarding human resources matters.
• Represents the agency at career fairs, conferences, or other events.
• 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 perform risk management and safety functions and serve as primary or alternate risk manager.
• May be required to operate a state or personal vehicle for business purposes.
• 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.
• One to two years of experience serving as a project coordinator, project manager or trainer.
• Experience writing policies, procedures, and guidelines.
• Relevant education and experience can be substituted on a year-for-year basis.

Preferred Qualifications
• Experience in safety and/or risk management.
• Experience analyzing legislation.

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.
• Knowledge of program management processes and techniques.
• Knowledge of training procedures and marketing techniques.
• Knowledge of research techniques.
• Skill in oral and written communication.
• Skill in facilitating workshops.
• 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 communicate effective clearly and concisely, verbally and in writing.
• 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 train others.
• Ability to prepare reports.
• Ability to develop, evaluate, and interpret policies and procedures.
• Ability to provide guidance to others.
• Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
• Ability to make mature, objective decisions and identify areas of potential problems.
• 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.