

Opening Date: Immediately
Number of Openings: 1
Classification: Non-Exempt
Closing Date: Until Filled
Location: Austin

Posting number: SML-317
Duration of Job: Regular Full Time
Group/Class #: B17/1733 or B19/1735
Salary: \$3,293 min - \$4,956 max*
*Commensurate with qualifications and experience

Military Specialty Codes: 42A/B/H, 79R/S/T/V; 420A, 70F, NC, NCC, NCR, PS, YN, 120X, 168X, 641X, 741X, 360, YN, 02, 05,10,11,12,14,16,17,18,HRM10, HRM11, HRM12, NAP14, PERS, 0111, 0147, 0171, 4821, 8411, 8412, 0102, 0170, 4801-4804, 4810, 8840, 350X1, 351X1, 351X3, 8A100, 8R000, 8R200, 8R300,38PX, 83R0, 87Q0, 99G0

Additional information on the SAO Military Crosswalk is available here:

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

DEPARTMENT OF SAVINGS AND MORTGAGE LENDING STATE AGENCY JOB VACANCY NOTICE

JOB TITLE: Human Resources Specialist III or IV

JOB DESCRIPTION: Performs complex human resources management work. Work involves administering a human resources management program and ensuring compliance with state and federal laws and regulations. Reports to the Director of Administration and Finance. Works under general or minimal supervision with latitude for independent judgment and initiative.

EXAMPLES OF WORK PERFORMED:

- ◆ Provides advice and assistance on classification, recruitment, retention, compensation, benefits, leave provisions, employee relations, and salary administration matters.
- ◆ Assists in or is responsible for planning, developing, revising, and implementing human resources policies and procedures.
- ◆ Communicates and disseminates human resources policies and procedures; counsels staff, explains rules and regulations related to human resources management.
- ◆ Coordinates or oversees preparation of various human resources correspondence and reports.
- ◆ Conducts workforce analyses and executes workforce plans and recruitment and retention strategies.
- ◆ Coordinates or oversees the recruitment of applicants and makes recommendations for selection.
- ◆ Coordinates, oversees or monitors agency's human resources activities for compliance with state and federal laws and regulations, and internal policies and procedures.
- ◆ Coordinates staff training and development, maintains training records.
- ◆ Maintains personnel files in accordance with internal policies and agency's retention schedule.
- ◆ May train and supervise the work of others.
- ◆ Perform related work as assigned.

GENERAL REQUIREMENTS:

- ◆ Minimum five (5) years of experience for Human Resources Specialist III; minimum seven (7) years for Human Resources Specialist IV. Experience with the state of Texas human resources policies and practices a plus.
- ◆ Graduation from an accredited four-year college or university with major course work in human resources management, business or public administration, or related field, or equivalent experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- ◆ Extensive knowledge of principles and practices of human resources management.
- ◆ Knowledge of federal, state and local laws and regulations related to human resources and compensation.
- ◆ Ability to evaluate job applications and job requirements, and to conduct interviews.
- ◆ Ability to explain policies and procedures to staff and public.
- ◆ Ability to train, delegate duties, monitor and evaluate the work of others.
- ◆ Proficiency with database, word processing and spreadsheet programs.
- ◆ Excellent written and verbal communication skills.
- ◆ Ability to meet time deadlines, handle multiple tasks, and work independently under minimal supervision.

NOTE:

- ◆ This opening is for a non-peace officer position.
- ◆ The position may require additional work hours including evenings, weekends, and/or holidays to meet deadlines.
- ◆ The job posting in no way states or implies that the duties listed above are all inclusive. Employees are required to perform other duties as assigned.

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. All offers of employment are also contingent upon satisfactory credit check.

HOW TO APPLY:

Submit state of Texas application via Work in Texas/mail/in person to 2601 N. Lamar Blvd., Ste 201, Austin, TX 78705 or via fax 512-475-1505. Resumes will not be accepted in place of a completed application.

Applications are available at <https://twc.texas.gov/jobseekers/state-texas-application-employment>

For directions or to request physical accommodations call Janie Recio at 512-475-1180.

E-Verify – This organization participates in E-Verify. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

Texas Department of Savings and Mortgage Lending is an equal opportunity employer.