



TEXAS ANIMAL HEALTH COMMISSION

Serving Texas Animal Agriculture Since 1893

JOB ANNOUNCEMENT

Position Title: Human Resource Specialist

State Classification/Title/Salary Group: 1735 / Human Resources Specialist IV / B21

Salary: \$4,523.16 – \$6,225.00 / plus monthly benefits

Position Location: Central Office, 2105 Kramer Lane, Austin, Texas 78758

FLSA Status: Exempt

Job Requisition: 00051197 **Closing Date:** Open Until Filled

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields related to the minimum requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Additional Military Crosswalk information can be accessed at: [Texas State Auditor's Office - Job Descriptions](#)

General Description:

The HR Specialist reports to the Director of Human Resources and performs highly complex (senior-level) human resources management work. Work involves recruitment and selection, career ladders, employment testing, worker's compensation and unemployment claims, reporting, open records, training, and ensuring compliance with state and federal laws and regulations. The HR Specialist works under limited supervision, with moderate latitude in the use of initiative and independent judgment. Occasional travel may be required and/or periodic adjustment to standard work schedule to address business priorities.

Essential Job Duties:

- Provides HR consultation and policy guidance to employees and managers on HR policies and procedures.
- Responsible for recruitment and selection processing, including but not limited to job announcements, screening, review of the selection process, conducting background checks, and finalizing offers.
- Coordinates and oversees the administration of employment exams regarding the career ladder promotion process to include distribution and review of exams, compliance with policy requirements, and movement of career ladder promotion.
- Serves as claims coordinator for worker's compensation. Processes worker's compensation claims in a timely manner. Receives incident reports, processes claims with the State Office of Risk Management, works with employees to provide required documentation.
- Processes unemployment claims as received with Texas Workforce Commission ensuring information and data is submitted timely.
- Serves as a point of contact for employees regarding employment testing requirements (TB, Brucellosis, Cholinesterase etc.). Provides guidance, reviews results, enters data, and works with the appropriate vendor to navigate issues.
- Coordinates, prepares and/or oversees the maintenance and analysis of various human resources reports including but not limited to active employee, overtime, and other related reports.
- Responds to open records requests, as needed. Gathers information within the designated timeframe.
- Coordinates and oversees training records/systems to include logging/tracking completed training for employees.
- Conducts HR related training as needed, including new employee orientation.
- Enters, updates, and retrieves information from various automated human resources and/or payroll systems such as CAPPS HR/Payroll and HRIS to include, but not limited to entering of evaluations, profile data, time/leave discrepancies, password resets, etc.
- Ensures required state and federal employment notices are posted statewide.
- Assist with maintenance of master personnel files, filing documents and maintaining records according to state and federal requirements, including electronic files.
- Assist with employee relations activities to include investigations or complaints, documenting discovery, and advising on policies and state and federal laws.
- Serves as back up for onboarding/separations, compensation, payroll actions, time/leave, and benefits activities.
- Performs other duties and handles special projects, as assigned.

**Minimum Qualifications:**

- Graduation from an accredited four-year college or university.
- Four (4) years of experience performing human resources management work, problem solving, working with confidential information, specialized systems, reports, or other data.
- **Preferred:** Experience using the CAPPS HR/Payroll and/or CAPPS Recruit systems.

Experience may be substituted for the required education on a year-for-year basis.

Knowledge, Skills and Abilities: Knowledge of the principles and practices of human resources management; human resources programs such as employment, compensation, classification, employee relations and engagement, benefits, workers' compensation, workforce planning, or organizational development; and federal, state, and local laws and regulations governing human resources activities. Knowledge of employee relations and employee investigation procedures, strategic planning, and budgeting. Skill in oral and written communication; in conducting interviews; in using a computer and applicable software, including human resources-related applications; in problem solving; and in prioritizing and handling multiple tasks. Ability to explain policies and procedures to staff and the public; to maintain confidential and sensitive information; to develop and analyze human resources processes; to establish and maintain effective working relationships with applicants, employees, and the general public; and to communicate effectively. Ability to manage; to provide leadership and resolve conflicts, grievances, or disagreements in a constructive manner to minimize negative personal impact; to identify rules, principles, or relationships that explain facts, data, or other information; and to analyze information, make correct inferences, and draw accurate conclusions.

IMPORTANT: *The TAHC is an emergency response agency.* This position is subject to participate in rotating duty assignments away from its regular headquarters for up to two weeks at a time. This duty may involve working in adverse conditions; may require irregular working hours and overtime; and may include duties other than those specified in the standard position description.

Other Requirements: Must have a valid Texas driver's license and safe driving record. Employment of selected candidate is contingent upon the receipt of an acceptable criminal background check and an acceptable moving violation record from the Texas Department of Public Safety. Must have reliable transportation. Mileage reimbursed at the current allowable rate.

At time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

How to Apply:

To submit your application for employment, follow the link provided below, then select Apply Online. Create and/or Login to your on-line applicant profile and electronically submit your State of Texas Application for Employment. All applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor's name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information.

[CAPPS JOB SEARCH](#)

An Equal Opportunity Employer

The Texas Animal Health Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, sexual orientation or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to our Human Resources Department (512) 719-0700. For a telecommunications relay service for the hearing impaired, please dial 711.