

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: jobs@tceq.texas.gov
Physical Address - 12100 Park 35 Circle, Bldg. A
Mailing Address - P.O. Box 13087/MC-116
Austin, Texas 78711-3087
(512)239-0102



Internet: www.tceq.texas.gov
Fax: (512)239-0111

State Title: Human Resources Specialist III
Functional Title:
Job Posting: 16214
Monthly Salary: \$3293.41
Salary Group: B18
Posting Date: 04/05/2016
Close Date: 04/19/2016
Section/Division: Benefits, Rptg & Employee Prgms Section/ Human Resources & Staff Services Div
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One(1)
Position #(s): 0198

Job Description:

Administers employee benefits programs for staff of the Texas Commission on Environmental Quality (TCEQ). Reviews and processes personnel actions (PA's), enters personal data information, salary changes, deferred compensation, other deductions, FLSA designations, separation actions, and address changes into the Uniform Statewide Payroll/Personnel System. Coordinates and conducts the first day new hire orientation for incoming personnel. Reviews and/or assists employees in completing Employees Retirement System (ERS) Benefit Election forms or completing online benefits enrollment. Responds to and investigates insurance inquiries from employees, ERS, Insurance carriers, and provides assistance and guidance regarding benefits eligibility and coverages. Advises management, staff, on TCEQ human resources policies, procedures, and federal and state compensation guidelines related to personnel action processing and benefit eligibility issues, according to Article IX, State Auditor's Office, State Comptroller's Office and ERS' guidelines. Completes/participates in special projects related to employee programs.

Military Occupational Specialty (MOS) Codes: 42A, 420A, PS, YN, 120X(RL), 10, 11, 12, 17, 018, HRM10, PERS, 0170, 3SoX1, and 38PX.

Minimum Qualifications:

A bachelor's degree from an accredited college or university(COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

OR Four years of full-time experience performing human resources management work.

Preferred Requirements:

Bachelor's Degree, with a major in Human Resources, Business Administration, Public Administration, or related field.

Experience coordinating and/or administering employee benefits with a State of Texas agency.

Experience developing, organizing, and/or hosting employee programs events or activities.

Special Requirements:

Moving up to 30 pounds of paper.

Traveling up to 10% of the time.

Condition of Employment:

TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

Submit a standard State of Texas application for **each job posting** to the Texas Commission on Environmental Quality, Human Resources & Staff Services (HRSS) office by 5:00 p.m. on the closing date. A signed faxed or emailed copy is acceptable. In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance.

Texas Commission on Environmental Quality is an Equal Opportunity Employer