

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

e-mail address for applications: [jobs@tceq.texas.gov](mailto: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](http://www.tceq.texas.gov)

**State Title:** Human Resources Specialist IV  
**Functional Title:**  
**Job Posting:** 16315  
Monthly Salary: \$3763.16 - \$4000.00  
Salary Group: B20  
Posting Date: 07/12/2016  
Close Date: 07/26/2016  
Section/Division: Staffing & Classification Section/ Human Resources & Staff Services Div  
Work Location: 12100 Park 35 Circle, Austin, TX 78753  
Openings: Two(2)  
Position #(s): 2318,2412

### **Job Description:**

Administers Classification and Career Ladder programs, and coordinates job posting/staffing functions for the Human Resources and Staff Services (HRSS) Division of the Texas Commission on Environmental Quality (TCEQ). Conducts job audits in conjunction with the receipt of Personnel Action/Staffing Pattern Change forms (PAs) for actions affecting classification changes, job postings, and audit requests from management. Writes/revises Functional Job Descriptions (FJD's) and designates Fair Labor Standards Act (FLSA) and Equal Employment Opportunity (EEO) codes; reviews and approves Application Screening Worksheets (ASW's). Participates in Classification related projects, providing guidance and expertise. Coordinates State Classification Office job audits. Conducts and participates in salary surveys. Gathers and compiles classification related information and data and prepares management reports as assigned. Provides technical assistance on Classification policies, procedures, rules, regulations, standards, or requirements. Writes/revises agency job specifications. Communicates with agency and outside parties to provide, exchange, or verify information, answer inquiries, or resolve problems or complaints. Provides guidance on minimum qualification issues and other factors impacting agency hiring. Trains agency staff on job classification, career ladders and compensation at Hiring Process trainings, other forums, or one-on-one as requested. Coordinates the Career Ladder Program, advising Career Ladder teams, and recommending revisions to Career Ladder structures. Prepares related reports. Interprets federal, state, and agency employment laws, policies, and procedures to advise management, staff, and the general public on TCEQ hiring policies and procedures, employment laws regarding the employment application process, salary administration, transitions pool, express hire, and other Human Resources issues. Conducts training on the Hiring Process, and responds to employment inquiries. Reviews and screens employment applications and transcripts submitted for assigned agency job postings; determines if applicants meet minimum qualifications; conducts secondary screenings using Application Screening Worksheets devised by hiring supervisors; refers applications to hiring supervisors; reviews and approves selections and processes personnel actions; and maintains ongoing communication with hiring supervisors throughout the job posting process. Reviews posting packets for which selections have been identified to ensure documentation is complete. Notifies hiring supervisor of any discrepancies or missing documentation; and assures accuracy and compliance with established posting policies and salary guidance. Coordinates with Information Resources, management, team staff, and/or program area to verify data and resolve discrepancies within the ePosting and Job Requisition applications, to include testing and/or implementing Human Resources job application systems and automation updates.

### **Military Occupational Specialty (MOS) Codes:**

42A, 420A, PS, YN, 120X-(RL), 10, 11, 12, 17, 018, HRM10, PERS, 0170, 3S0X1, and 38PX

### **Minimum Qualifications:**

A bachelor's degree from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION) plus one year of full-time experience performing human resources management work.

OR A graduate degree in public administration, business administration, or human resources administration from an accredited college or university (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).

OR Five 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 providing management, staff, applicants, and/or the general public information on classification or compensation issues; HR policies & procedures; and/or applicable federal and state regulations.

Experience writing and/or revising job descriptions; and/or designating FLSA and EEO codes.

Experience in reviewing college transcripts to determine minimum qualifications.

Experience screening employment applications to determine qualifying work experience.

**Special Requirements:**

Moving up to 10 pounds of paper/files.

Traveling up to 5% 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 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