

TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Email applications to: jobs@tceq.texas.gov

TCEQ: www.tceq.texas.gov



www.takecareoftexas.org

State Title: Human Resources Specialist III

Functional Title:

Job Posting: L21026

Monthly Salary: \$3293.41

Salary Group: B18

Posting Date: 11/20/2020

Close Date: 12/09/2020

Division: Human Resources & Staff Services

Work Location: 12100 Park 35 Circle, Austin, TX 78753

Openings: One

Position #(s): 49470

Job Description:

Administers employee benefits and processes personnel actions for staff of the Texas Commission on Environmental Quality (TCEQ). Enters, reviews, and processes personnel actions in TCEQ's online personnel action routing system, to include salary changes, employee job data changes, separations, new hires, and other related actions. Enters and updates employee personal data and related compensation information in the State of Texas Central Accounting and Payroll/Personnel System (CAPPS). Provides technical assistance to staff regarding the processing of personnel actions. Processes Benefits Election forms, assists employees in completing benefit forms, and investigates and resolves benefit problems. Enters employee insurance coverage information into ERS PeopleSoft for updating in CAPPS. Responds to insurance inquiries from employees, the Employees Retirement System (ERS), and insurance carriers, and provides assistance and guidance regarding benefits, eligibility rules, claims procedures, and coverage. Reviews and processes the daily insurance reports, including maintaining reconciliation systems to resolve coverage and payroll discrepancies between insurance carriers, ERS, CAPPS and TCEQ. Prepares new hire and benefit related documents prior to new hire orientation. Coordinates and conducts the first day new hire orientation for incoming personnel. Advises management and 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 of the General Appropriations Act, State Auditor's Office, State Comptroller's Office and ERS' guidelines. Completes/participates in special projects related to employee wellness programs and events.

Military Occupational 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).

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, or related field.

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

Experience providing training and/or presentations on human resource policies and benefit programs.

Experience with processing and administering HR and/or Benefits related transactions through the State of Texas Centralized Accounting and Payroll/Personnel System (CAPPS).

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-select notification.

To Apply:

Email a State of Texas Application to jobs@tceq.texas.gov; or mail to TCEQ Human Resources & Staff Services, P.O. Box 13087, MC - 116 Austin, TX 78711-3087; or

submit in person, at 12100 Park 35 Circle, Bldg. A, Austin, Texas 78753 by the close date. An electronically signed copy is acceptable.

In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance at (512) 239-0102.

Texas Commission on Environmental Quality is an Equal Opportunity Employer