

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY

Email applications to: [jobs@tceq.texas.gov](mailto:jobs@tceq.texas.gov)

TCEQ: [www.tceq.texas.gov](http://www.tceq.texas.gov)



[www.takecareoftexas.org](http://www.takecareoftexas.org)

### **State Title: Human Resources Specialist IV**

### **Functional Title: Special Leave Coordinator**

### **Job Posting: L21032**

Monthly Salary: \$3763.16 to \$3979.73

Salary Group: B20

Posting Date: 12/04/2020

Close Date: 12/18/2020

Division: Human Resources and Staff Services

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

Openings: One

Position #(s): 48348

### **Job Description:**

Administers employee leave benefits and special leave requests for employees of the Texas Commission on Environmental Quality (TCEQ). Reviews and processes special leave requests, gathers information, and makes determinations in accordance with Texas Government Code, Family and Medical Leave Act (FMLA) and TCEQ leave policies and procedures. Evaluates leave requests and prepares correspondence and forms to send to the requestor and their management. Determines impact on employee pay and benefits; communicates employee's leave status and impact to benefits and/or payroll to the appropriate teams. Advises and provides information to agency staff and management on special leave policies and procedures. Coordinates with and/or provides information to the General Law Division, Payroll Team, and Compensation and Benefits Team on matters related to FMLA and other leave issues. Participates in the legislative process which includes reviewing and analyzing bills related to special leave. Enters and maintains special leave events and statuses within CAPPs; generates leave reports to track eligibility and usage of special leave. Provides guidance to employees, managers, and time administrators on CAPPs timesheet entry. Develops and conducts training and educational materials related to special leave to include presentations, desk aids, and SOPs. Coordinates the creation, maintenance, and close out of special leave files; maintains the special leave file room and digital files.

**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) 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:**

Experience administering Family and Medical Leave Act (FMLA) and other special leave.

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

Experience advising and providing FMLA/special leave policy and procedures information to staff and management.

Experience interpreting and applying state and federal laws applicable to FMLA and other special leave.

**Special Requirements:**

Moving up to 10 pounds of documents and 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-select notification.

**To Apply:**

Email a State of Texas Application to [jobs@tceq.texas.gov](mailto: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