



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY12-29		
Business Title: Human Resources Manager		State Classification: Manager I
Salary Group: B22	Salary: \$4,600.00-\$5,535.00 / Month	Hours/Week: 8:00 am – 5:00 pm M-F*
Location: Central Services Building, 1711 San Jacinto Blvd., Austin, Texas 78701		
Posting Date: 01/25/2012	FLSA Status: Exempt	Hours: 40
Closing Date: Until Filled	Shift Differential: n/a	Openings: 1
Division: Human Resources		Program: Human Resources

**Must be able to work flexible hours during a legislative session and as needed.*

JOB SUMMARY:

Performs routine (journey-level) managerial work overseeing the daily operations and activities of the agency's Human Resources Program. Work involves establishing goals and objectives; developing guidelines, procedures, rules, and regulations; developing schedules, priorities, and standards for achieving established goals; and coordinating and evaluating program activities. Monitors and ensures compliance with equal employment, Fair Labor Standards Act, Position Classification Act, Americans with Disabilities Act, Family and Medical Leave Act, and other state and federal laws and regulations. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS:

- ◆ Performs program planning and supervision of professional and administrative staff within the Human Resources Program.
- ◆ Establishes goals and objectives consistent with agency strategic plan; develops and approves schedules, priorities, and standards for achieving goals; and directs evaluation activities.
- ◆ Plans, develops, reviews, revises, implements, and evaluates human resources policies and procedures, correspondence, directives, and publications.
- ◆ Advises management on the administration of operating plans and policies for human resources activities.
- ◆ Assists agency staff on issues, rules, and regulations relating to human resources; and assists employees on professional development and other work-related issues.
- ◆ Monitors and determines the effectiveness of human resources and administrative management programs and recommends solutions to problems.
- ◆ Counsels agency staff on issues, rules, and regulations relating to human resources policies and procedures.
- ◆ Provides technical guidance.
- ◆ Interprets and provides advice and assistance on state leave policies and other state and federal human resources-related laws and regulations.
- ◆ Oversees selection and placement programs.
- ◆ Oversees personnel administration activities.
- ◆ Oversees classification, compensation, and staffing programs.
- ◆ Oversees employee benefits and relations programs.
- ◆ Oversees select leave accounting and payroll activities.
- ◆ Oversees health and wellness programs.
- ◆ Oversees agency training and development programs.
- ◆ Reviews guidelines, procedures, rules, and regulations; monitors compliance.



Texas Facilities Commission Employment Opportunities

- ◆ Develops and implements techniques for evaluating program activities.
- ◆ Evaluates and identifies areas of needed change; recommends solutions.
- ◆ Reviews results of internal audits, research studies, forecasts, and modeling exercises to provide direction and guidance; reviews and evaluates the impact of legislation.
- ◆ Prepares or oversees the preparation of human resources reports.
- ◆ Develops methods and procedures for gathering, compiling, and analyzing statistical data.
- ◆ Oversees the maintenance of human resources records and analysis of human resources reports and reporting procedures.
- ◆ May represent the program area at meetings, hearings, trials, conferences, and seminars or on boards, panels, and committees.
- ◆ Monitors legislation for impact on human resources programs and activities.
- ◆ Serves as agency EEO Officer.
- ◆ May prepare budget estimates.
- ◆ May provide fiscal notes and other human resources-related assistance to legislative staff during the legislative session.
- ◆ Plans, assigns, and supervises the work of others.
- ◆ Performs related work as assigned.

MINIMUM QUALIFICATIONS:

- ◆ Graduation from an accredited four-year college or university with major course work in human resources management, business or public administration, organizational development, or a related field.
- ◆ Four (4) years progressively responsible experience in human resources program management, including two (2) years supervisory or lead worker experience.
- ◆ Additional human resources experience may be substituted for education on a year-per-year basis.
- ◆ Certified Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) required.
- ◆ Training in Basic and Advanced Mediation, in accordance with the Alternative Dispute Resolution Act, Texas Civil Practices and Remedies Code, section 154.052, preferred.
- ◆ Valid State of Texas Class "C" driver's license.

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Considerable knowledge of the principles and practices of human resources management.
- ◆ Working knowledge of compensation principles and practices.
- ◆ Working knowledge of job evaluation methods.
- ◆ Working knowledge of federal, state, and local laws, statutes, and regulations.
- ◆ Working knowledge of the Uniform Statewide Payroll/Personnel Reporting System (USPS).
- ◆ Knowledge of selection and placement programs.
- ◆ Knowledge of personnel administration activities.
- ◆ Knowledge of classification, compensation, and staffing programs.
- ◆ Knowledge of employee benefits and employee relations programs.
- ◆ Knowledge of leave management and select payroll activities.
- ◆ Knowledge of health and wellness programs.
- ◆ Knowledge of training and development programs.

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Texas Facilities Commission Employment Opportunities

- ◆ Knowledge of the legislative process, including analysis and interpretation of legislation.
- ◆ Skill in organization.
- ◆ Skill in long-range and short-range planning.
- ◆ Skill in the use of personal computers and applicable programs, applications, and systems.
- ◆ Skill in providing customer service.
- ◆ Skill in gathering and analyzing accurate and relevant information.
- ◆ Skill in presentation and negotiation.
- ◆ Ability to direct programs and activities.
- ◆ Ability to establish program goals and objectives that support the strategic plan.
- ◆ Ability to coordinate multiple projects simultaneously.
- ◆ Ability to maintain effective working relationships within and outside the agency.
- ◆ Ability to identify problems, evaluate alternatives, and implement solutions.
- ◆ Ability to develop and evaluate policies and procedures.
- ◆ Ability to plan, assign, and supervise the work of others.
- ◆ Ability to communicate effectively, both orally and in writing.

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com unless the job posting specifically states that paper applications will be accepted. Incomplete applications will not be considered.

Conditions of Employment:

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

Official transcripts or other minimum requirement validations will be requested at the time of the conditional job offer.

As part of its employment process, TFC may procure or have prepared a criminal background check. An applicant with an unsatisfactory criminal background check report is ineligible to be hired for the position for which the report is initiated.

Driver's record check will be conducted by the agency. Satisfactory driving records are required for driving state or personal vehicles and motor driven equipment to conduct agency business. CDL "Drivers" must consent to TFC's Drug and Alcohol Testing Policy against the illegal use of alcohol and drugs.

If hired, employee must provide document(s) within three (3) days of hire date that establish identity and employment eligibility. A complete list of acceptable documents is on file with the local Texas Workforce Commission office.

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Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

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