

**TEXAS MEDICAL BOARD
STATE JOB VACANCY NOTICE
Internal/External**

Job Posting: 19-503-11
Monthly Salary: \$3,000.00

Opening Date: October 25, 2018
Closing Date: Open Until Filled

No. of Openings: 1
Type of Employment: Full-Time

WIT# 7342324
Job Title/Classification Title: Human Resources Specialist I
Class Number/Salary Group/FLSA Status: 1729/B14/Non-Exempt
Location: Austin, Texas

Agency: Texas Medical Board
333 Guadalupe, Tower 3, Suite 610
Austin, TX 78768-2018
www.tmb.state.tx.us

How to Apply: All applications for employment with the Texas Medical Board must be submitted electronically by 5:00 p.m. central time on the job closing date through www.WorkInTexas.com. The first two business days only Veterans can apply. After the two business days, it is open for all to apply. PAPER, FAX OR E-MAIL APPLICATIONS WILL NOT BE ACCEPTED. A public criminal history check will be conducted on the primary candidate recommended for the position. Applicant will be required to furnish birth date and possibly SSN for this purpose.

Agency Information

We have over 200 employees across the state of Texas. We are a collaborative and team environment work culture that values an environment of trust and accountability as we work towards our Board's mission to protect and enhance the public's health, safety, and welfare by establishing and maintaining standards of excellence used in regulating the practice of medicine and ensuring quality health care for the citizens of Texas through licensure, discipline, and education.

We value employee work-life balance and provide our team incentives that include telework, flexed and compressed work schedules, wellness leave incentive, health and retirement programs, 401K, vacation and sick leave paid, holiday pay, and other various benefits.

General Job Summary

The Texas Medical Board is searching for a qualified individual to join our team as a Human Resources Specialist I in the General Counsel Department. The Human Resources Specialist I will perform entry-level human resources work that involves assisting with the administration of human resources management program to ensure compliance with state and federal laws and regulations. Will work under close supervision with minimal latitude for the use of initiative and independent judgment.

Principal Duties and Responsibilities

- 60% Provides administrative support for human resources programs, including recruitment and benefits
 - Prepares and organizes employment applications for job interviews and schedules job interviews when requested
 - Prepares new hire packets and personnel files
 - Assists with entering into the HRIS databases
 - Assists with the coordination and processes of newly hired and terminating employees
 - Assists with administering the State Employee Charitable Campaign and other employee events
 - Maintains the human resources retention schedule compliance requirements
 - Assists with imaging confidential employee documents, employment applications, and other related payroll documents
 - Gathers documents for human resources open records requests and research projects
 - Maintains and tracks the EEOC employee training schedule for compliance requirements
 - Tracks due dates and sends reminders for employee performance appraisals
 - Assists with developing spreadsheets on human resources programs for compliance requirements
 - May serve as back-up on benefits administration and entry of payroll actions into CAPPS
 - May respond to inquiries and interprets policies and procedures
 - Reviews and routes office mail and other correspondence

- 35% Assists with on-boarding new hires
 - Assists with the recruitment steps for vacant positions and may assist with the screening of applications for employment
 - Conducts reference and/or background checks, and prior state services verifications
 - Attends job fairs and other related meetings associated with human resources
 - Assists with conducting public criminal background checks
 - Responds to inquiries regarding job vacancies
 - Assists with preparing correspondence on human resources subject matters

- 5% Performs other related office and clerical support work as tasked and may assist with special projects as needed.

Experience and Education

Graduation from a standard senior high school or equivalent is required

Two years in human resources management experience is required

Human Resources work experience working in a state government agency is preferred

Experience with the Centralized Payroll and Personnel System (CAPPS) which includes HR/Payroll, Time&Labor, and Recruitment modules is preferred

For internal applicants must be in good performance standing in the agency and in your department

Knowledge, Skills, and Abilities

Knowledge of human resources related policies, procedures and practices

Knowledge of state and federal employment laws, guidelines, policies and procedures

Knowledge of benefits administration

Skill in customer service orientation

Skill in Microsoft Office Suite Applications

Skill in the use of computer and human resources related software applications

Skill in the use of PeopleSoft8 and CAPPS

Skill in recordkeeping and maintenance

Skill in organization and attention to detail

Skill in preparing reports, forms, and spreadsheets

Ability to maintain confidential and sensitive information

Ability to work effectively and professionally with agency personnel including interactions over the phone

Ability to communicate effectively, both orally and in writing

Ability to handle multiple tasks simultaneously

Ability to prioritize work and meet deadlines

Ability to establish and maintain harmonious working relationships with agency staff and external contacts

Ability to move up to 35 lbs.

Physical Requirements And/Or Working Conditions of Employment

Regular and punctual attendance

Frequent use of personal computer, copiers, printers, and telephones

Frequently working under strict deadlines, as a team member, and in direct contact with others

Compliance with all agency policies and procedures, including but not limited to applicable security and safety rules, confidentiality, regulations and standards

If hired, must provide document(s) within three days of hire date that establishes identity and employment eligibility

Applicable Military Occupational Specialty (MOS) codes are included, but not limited to the following: IV and 401

Additional Military Crosswalk information can be accessed at:

<http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC>

Remarks

Resumes will not be accepted without a completed signed State of Texas Applications for Employment. Incomplete employment applications will not be considered. If you are selected, you will be called for an interview. Only applicants who are interviewed will receive written notification of application results.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Texas Medical Board does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or veteran status.

Employment opportunities shall not be denied a qualified individual with a disability that requires a reasonable accommodation. The applicant should communicate requests for reasonable accommodations by calling (512) 305-7146.

Selective Service Requirement: If selected for employment, male applicants age 18 through 25 must present proof of registration or exemption with the federal Selective Service System.