

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: HUMAN RESOURCES SPECIALIST II –
Employee Benefits

SALARY GROUP: B16

DEPARTMENT: Human Resources Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Nancye Gardner DATE: 10/07/2016

POSITION #: 004062

I. JOB SUMMARY

Performs routine human resources management work. Work involves administering and assisting in the administration of a human resources management program; and ensuring compliance with state and federal laws and regulations. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Assists in planning, developing, revising, and implementing human resources policies and procedures for agency benefits programs; provides advice and assistance on human resources matters; and ensures compliance with agency policies and procedures and state and federal laws, rules, and regulations.
 - B. Researches, reviews, processes, and approves forms, correspondence, reports, and calculations; makes recommendations regarding human resources actions; and maintains human resources automated systems, files, and records.
 - C. Reviews and analyzes management reports for human resources operations; and prepares human resources correspondence and reports.
 - D. Provides technical assistance to employees, beneficiaries, and individuals regarding program rules and regulations administered by the Employees Retirement System of Texas and other state and federal agencies.
 - E. Organizes, assigns, and reviews the work of others; and assists in providing training in the program area.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Human Resources, Business Administration, Public Administration, a Behavioral Science, or a related field preferred. Each year of experience as described below in excess of the required two years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Two years full-time, wage-earning clerical, secretarial, administrative support, technical program support, or program administration experience.
3. Human resources experience preferred.
4. Accounting or financial operations experience preferred.
5. Computer operations experience preferred.

B. Knowledge and Skills

1. Knowledge of the principles and practices of human resources management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Knowledge of payroll procedures preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in problem-solving techniques.

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9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to prepare and maintain complex records and files in an automated system.
11. Skill to plan work in order to meet established guidelines.
12. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
13. Skill to organize, assign, and review the work of others.
14. Skill to train others.
15. Skill to operate a 10-key calculator by touch preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, calculator, copier, fax machine, hand truck, wheel cart, dolly, pallet jack, telephone, and automobile.