

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: HUMAN RESOURCES SPECIALIST V -
Insurance and Benefits Administrator

SALARY GROUP: B22

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: 05/04/2016

POSITION #: 004390

I. JOB SUMMARY

Performs advanced and supervisory human resources management work. Work involves directing, administering, overseeing, and monitoring the development and operations of human resources management programs; ensuring compliance with state and federal laws and regulations; and assigning and supervising the work of others. Works under limited supervision with considerable latitude in the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans and coordinates Insurance and Benefits program activities; plans, develops, reviews, revises, and implements program policies, procedures, rules, and regulations; monitors and determines the effectiveness of program activities; and provides technical assistance and guidance regarding program actions, policies, procedures, rules, and regulations.
- B. Monitors agency activities to ensure compliance with policies and procedures and state and federal laws and regulations; analyzes problems resulting from human resources policy changes; develops solutions to problems with procedures or applications of policy; and prepares reports of findings and recommendations for improvements.
- C. Prepares and oversees the preparation of correspondence, reports, and other documentation pertaining to program activities; assists in preparing budget estimates; prepares and oversees the preparation of training and operational manuals and information materials; and oversees the maintenance of insurance and benefits records.
- D. Coordinates, administers, and monitors program activities with employees, other departments, agencies, and the public; counsels staff on issues, rules, and regulations relating to human resources management; and interprets and disseminates information regarding human resources policies and procedures.
- E. Assigns and supervises the work of others.

* 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 seven years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Seven years full-time, wage-earning technical program support, human resources, or program administration experience.
3. Two years full-time, wage-earning human resources experience.
4. Two years full-time, wage-earning experience in the supervision of employees.
5. Computer operations experience preferred.

B. Knowledge and Skills

1. Knowledge of the principles, methods, and practices of human resources administration and program management.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of agency and departmental organizational structure, rules, regulations, policies, and procedures preferred.
4. Skill to plan and direct program activities.
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 to review technical data and prepare technical reports.
9. Skill in public address.

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10. Skill in administrative problem-solving techniques.
11. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
12. Skill to assign and supervise the work of others.

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, typewriter, calculator, copier, fax machine, telephone, and automobile.