

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: HUMAN RESOURCES SPECIALIST V -  
Regional Human Resources Coordinator

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: Lisa Sullivan DATE: 04/25/2016

POSITION #: 004404

**I. JOB SUMMARY**

Performs advanced and supervisory human resources management work. Work involves directing, administering, overseeing, and monitoring the development and operations of regional 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, directs, and coordinates regional human resources activities; monitors and determines the effectiveness of human resources management programs; and provides technical assistance and guidance to agency supervisors, managers, and other employees.
  - B. Plans, develops, reviews, revises, and implements human resources policies and procedures; develops solutions to problems with procedures or applications of policy; and conducts periodic reviews of human resources activities to include participation in the division level Operational Review Program, ensuring compliance with agency policies and procedures and state and federal laws and regulations.
  - C. Coordinates direct hire and pre-service training academy orientation processes and provides training for unit and department human resources staff within established guidelines; sets up training locations and dates, prepares training materials, and coordinates use of audiovisual aids and equipment; and coordinates and oversees new hire employee orientation activities.
  - D. Prepares and oversees the preparation of human resources correspondence, technical and status reports, and other documentation; and oversees the maintenance of records, reports, and analysis of human resources reports and makes recommendations for improvements.
  - 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 to conduct effective training and inservice programs.

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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, LCD equipment, telephone, and automobile.