

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: HUMAN RESOURCES SPECIALIST II –
Office Coordinator

SALARY GROUP: B16

DEPARTMENT: Classification and Records

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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: Joni White DATE: 6/26/2013

POSITION #: 029444

I. JOB SUMMARY

Performs routine human resources management work. Work involves 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. Coordinates the administrative processing of human resources actions and operations; reviews and organizes processes, procedures, and documentation completed by human resources staff, ensuring compliance with laws, policies, and procedures; and monitors the development and maintenance of departmental files and records in accordance with established agency standards.
 - B. Reviews, screens, and evaluates qualifications on applications; refers qualified applicants to the appropriate hiring authority; coordinates and schedules interviews for the selection process; and completes related paperwork.
 - C. Enters, retrieves, and verifies data utilizing an automated information system; coordinates and conducts new hire orientation activities; and provides technical assistance to employees and management regarding human resources issues including classification, compensation, retention, leave provisions, and salary administration matters.
 - D. Assists in training and advising agency staff on issues, rules, and regulations; reviews human resources operations and initiates improvements; and assists in planning and implementing human resources administrative policies and procedures.
 - E. Plans, organizes, assigns, and reviews 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 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. Computer operations experience preferred.

B. Knowledge and Skills

1. Knowledge of the methods 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 the Americans with Disabilities Act, State Classification Plan, and applications of the Fair Labor Standards Act preferred.
5. Knowledge of agency human resources policies, procedures, and operations preferred.
6. Skill to review and evaluate minimum qualifications requirements to determine qualified applicants for vacancies.
7. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
8. Skill to interpret and apply rules, regulations, policies, and procedures.
9. Skill to communicate ideas and instructions clearly and concisely.

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10. Skill in administrative problem-solving techniques.
11. Skill to prepare and maintain complex records and files in an automated system.
12. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
13. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
14. Skill in the electronic transmission of communications.
15. Skill to multi-task and prioritize.
16. Skill to type 45 words per minute (with no more than 10 errors) 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, climb stairs, 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.