

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: HUMAN RESOURCES SPECIALIST I -
Rehabilitation Programs

SALARY GROUP: B14

DEPARTMENT: Rehabilitation Programs 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: Pam Carey DATE: 02/12/2016

POSITION #: 045225

I. JOB SUMMARY

Performs entry-level human resources management work. Work involves assisting in the administration of a human resources management program; and ensuring compliance with agency, state, and federal laws, rules, and regulations. Works under close supervision with minimal latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Coordinates the administrative processing of new hires, terminations, and other human resources actions to include coordinating job vacancy postings, preparing paperwork for the selection process, and notifying applicants and interviewers regarding interview schedules; and conducts new employee orientation.
 - B. Assists in planning, developing, revising, and implementing human resources policies and procedures; assists in analyzing organizational methods, evaluating jobs, and preparing job description requests; counsels employees on medical insurance and workers' compensation matters and processes related documents; and processes employee grievances and their resolutions.
 - C. Reviews, processes, and recommends requests for human resources actions ensuring compliance with agency, state, and federal regulations; assists in tracking and monitoring positions requiring a license, certification, or other credentials to ensure compliance; and assists in conducting studies regarding staffing needs and problems and recommends actions as appropriate.
 - D. Performs technical support work; prepares correspondence, reports, forms, and documents; and compiles and analyzes data, makes calculations, and prepares reports.
 - E. Organizes, assigns, and reviews the work of others; and provides technical assistance.
- * 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, or a related field preferred. Each year of experience as described below in excess of the required one year may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. One year full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience.
3. Six months full-time, wage-earning human resources experience.
4. Computer operations experience preferred.

B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of the principles and practices of human resources management.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations 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.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to review technical data and prepare technical reports.
11. Skill in the electronic transmission of communications.

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12. Skill to type 45 words per minute (with no more than 10 errors).

13. Skill to train 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, 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.