

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: HUMAN RESOURCES SPECIALIST III –
Rehabilitation Programs

SALARY GROUP: B18

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: Madeline M. Ortiz DATE: 02/12/2016

POSITION #: 045270

I. JOB SUMMARY

Performs complex human resources management work. Work involves administering a human resources management program; ensuring compliance with state and federal laws and regulations; and training others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Implements and administers human resources operations and actions; participates in the administrative processing of new hires and employee separations; assists in planning, developing, revising, and implementing human resources policies and procedures; and reviews human resources paperwork to ensure compliance with agency policies and procedures.
 - 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 necessary paperwork.
 - C. Coordinates and conducts new hire orientation activities; provides technical assistance to employees and managers regarding human resources issues to include compensation, employment, leave provisions, retirement, and insurance; and advises agency staff on human resources issues, rules, and regulations to include staffing needs, placement problems, transfers, and demotions.
 - D. Performs and oversees timekeeping and other data entry processes; prepares job description requests; prepares and maintains human resources correspondence, reports, forms, and other documents; and maintains and reviews the maintenance of personnel files to include tracking and monitoring positions requiring a license, certification, or other credentials to ensure compliance.
 - E. Trains 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 Business Administration, Human Resources, Public Administration, a Behavioral Science, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning technical program support, human resources, or program administration experience.
3. One year full-time, wage-earning human resources experience.
4. Computer operations experience preferred.

B. Knowledge and Skills

1. Knowledge of the principles and practices of human resources management.
2. Knowledge of office practices and procedures.
3. Knowledge of applicable state and federal laws, rules, and regulations.
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 prepare and maintain complex records and files in an automated system.

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11. Skill to review technical data and prepare technical reports.
12. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
13. Skill in the electronic transmission of communications.
14. Skill to train and supervise employees.

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.