

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: HUMAN RESOURCES SPECIALIST IV –
Human Resources

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: Mary McCaffity DATE: 05/07/2024

POSITION #: 004491

I. JOB SUMMARY

Performs highly complex human resources management work. Work involves coordinating and administering the operation of a human resources management program; and may serve as a lead worker providing direction to others. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Coordinates, reviews, enters, and processes requests for human resources actions; assists in planning, developing, revising, and implementing policies, procedures, rules, and regulations; handles complex issues and answers complex questions; and coordinates the maintenance and analysis of correspondence, reports, forms, and other related documentation.
 - B. Performs data entry, retrieval, and data searches; identifies discrepancies and coordinates corrections; reviews time entry and leave records; coordinates, maintains, and reviews files and record keeping systems to include automated information systems; and maintains computer databases.
 - C. Provides technical assistance regarding processes and operating procedures; develops solutions to problems and new procedures; and ensures compliance of policies and procedures.
 - D. Coordinates the screening and verification of applicants and required documents; completes notifications to applicants and employees regarding actions, form completion, and appointments.
 - E. Trains and supervises the work of others.
 - F. May perform criminal information searches and retrieval using Texas Department of Public Safety criminal history system access.
- * 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. Graduation from an accredited senior high school or equivalent or GED.
2. Four years full-time, wage-earning human resources, customer service, clerical, secretarial, administrative support, program administration, public administration, financial operations, auditing, or technical program support experience. Fifteen semester hours 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) may be substituted for each six months of experience.
3. 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) is preferred.
4. Experience in the supervision of employees preferred.
5. Computer operations experience preferred.
- * If required, must have or be able to obtain a certificate of course completion for the Texas Law Enforcement Telecommunications System (TLETS) policy and procedures training from the Texas Department of Public Safety within six months of employment date.

If required, must maintain TLETS access eligibility for continued employment in position.
For details see: <http://www.tdcj.texas.gov/divisions/hr/hr-home/tletseligibility.html>

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, 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.

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7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill to review technical data and prepare technical reports.
11. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.
12. 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, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, 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, calculator, copier, fax machine, hand truck, wheel cart, dolly, pallet jack, telephone, and automobile.