



## Job Vacancy Notice

<b>Job Title:</b>	Human Resources Specialist V	<b>Opening Date:</b>	February 12, 2016
<b>Job Salary Group:</b>	B22	<b>Closing Date:</b>	Until Filled
<b>Job Class Number:</b>	1737	<b>Posting Number:</b>	466-2016-011
<b>Number of Positions</b>	1	<b>WorkinTexas.com Number:</b>	
<b>Monthly Salary:</b>	\$4,301.17 - \$	<b>Travel Required:</b>	NA
<b>Work Location:</b>	2601 North Lamar Blvd. Austin, TX 78705	<b>Position Type:</b>	Full-Time
<b>Web Address:</b>	<a href="http://occc.texas.gov/jobs/current-employment-opportunities">http://occc.texas.gov/jobs/current-employment-opportunities</a>		

### Applications Accepted By:

<b>MAIL:</b> Texas Office of Consumer Credit Commissioner Human Resources 2601 N. Lamar Blvd Austin, TX 78705	<b>FAX OR E-MAIL:</b> (512)936-7610 or <a href="mailto:Personnel@occc.texas.gov">Personnel@occc.texas.gov</a> <b>Attention:</b> Human Resources
---	---

You may also create, update and submit your State of Texas application using [WorkinTexas.com](http://WorkinTexas.com).

### Job Description

Performs advanced (senior-level) human resources management work. Work involves directing, administering, and monitoring the development and operation of a human resources management program and ensuring compliance with state and federal laws and regulations. May assign and/or supervise the work of others. Works under limited supervision, with considerable latitude in the use of initiative and independent judgment. Work also involves assisting in planning, developing, and implementing communication strategies and supporting the Director of Strategic Communications, Administration, & Planning. Assists in developing communications needed to keep employees, consumers, and stakeholders abreast of agency issues. Performs related work as assigned.

### Military Occupational Specialty Codes

**Army – 42A, 79R, 79S, 79T, 79V, 420A, 42B, 42H, 70F**

**Navy – NC, NCC, NCR, P, YN, 120X, 168X, 641X, 741X**

**Coast Guard – 360, YN, 02, 05, 10, 11, 12, 14, 16, 17, 018, HRM10, HRM11, HRM12PERS, NAP14**

**Marine Corps – 0111, 0147, 0171, 4821, 8411, 8412, 0102, 0170, 4801, 4802, 4803, 4804, 4810, 8840**

**Air Force – 3S0X1, 3S1X1, 3S3X3, 8A100, 8R000, 8R200, 8R300, 38PX, 83RO, 99GO, 87Q0**

**Additional information on the SAO Military Crosswalk is available here:**

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_HumanResources.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_HumanResources.pdf)

### ESSENTIAL JOB FUNCTIONS

- Coordinates, administers, and monitors human resources programs such as employment, compensation, classification, employee relations, benefits, workers' compensation, or organizational development.
- Oversees the maintenance of human resources automated systems and records, the analysis of human resources reports and reporting procedures.
- Plans and coordinates human resources programs and activities.
- Plans, develops, reviews, revises, and implements human resources policies and procedures.
- Advises management on the administration of operating plans and policies for human resources activities.
- Monitors and determines the effectiveness of human resources and administrative management

programs, and recommends solutions to problems.

- Prepares or oversees the preparation and maintenance of human resources reports.
- Interprets and provides advice and assistance on state and federal human resources-related laws and regulations.
- Requires the ability to work under pressure and meet deadlines.

#### **MINIMUM QUALIFICATIONS**

- Graduation from an accredited four-year college or university with major course work in human resources or business management, business or public administration, organizational development, or a related field is preferred.
- Five (5) years of experience in human resources management work.

#### **PREFERRED QUALIFICATIONS**

- Certification as Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR)

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the principles and practices of human resources management;
- Knowledge of human resources programs such as employment, compensation, classification, employee relations, benefits, workers' compensation, or organizational development;
- Knowledge and of federal, state, and local laws and regulations governing personnel activities.
- Skill in oral and written communication,
- Skill in conducting interviews, in using computers and human resources related software applications,
- Skill in handling multiple tasks and prioritizing, and in problem solving.
- Ability to explain policies and procedures to staff and the public;
- Ability to maintain confidential and sensitive information;
- Ability to develop and analyze human resource processes;
- Ability to establish and maintain effective working relationships with applicants, employees, and the general public;
- Ability to communicate effectively.

#### **GENERAL**

All information obtained regarding the status of regulated financial service providers is subject to strict confidentiality. Employees are restricted from having certain loans or financial connections with licensed lenders, may not hold a substantial ownership interest in any licensee, and may not be related to any officer, employee, or consultant of any financial trade association. Employees must manage their personal finances in a manner to avoid conflicts of interest with the agency's regulated industries. Employees must file an annual ethics disclosure statement with the agency. Must have reliable transportation. Applicants will be required to sign a release authorizing the agency to obtain information regarding the applicant's credit history, police and criminal history information, and educational information.

Males born on or after January 1, 1960, between 18 and 25 years of age, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent on the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U. S. Department of Labor will result in the offer being rescinded.

#### **HOW TO APPLY:**



Submit a State of Texas application via mail or in person to: Office of Consumer Credit Commissioner, Human Resources, 2601 N. Lamar Blvd, Austin TX 78705; via fax to 512.936.7610; via email to [personnel@occc.texas.gov](mailto:personnel@occc.texas.gov); or via [WorkinTexas.com](http://WorkinTexas.com). Applications MUST include a complete work history. Resumes submitted without a State of Texas application will not be considered. **Applicants must submit a one page writing sample along with their State of Texas Application in order to be considered for this position.**

Applications may be downloaded from <http://occc.texas.gov/jobs>.

For directions or to request physical accommodation during the interview process, contact Human Resources at 512.936.7666 or [personnel@occc.texas.gov](mailto:personnel@occc.texas.gov). If reasonably possible, please call at least 48 hours in advance to afford our representative and the hiring division sufficient time to properly review and coordinate your request.

*Interviews will be conducted by appointment following pre-screen of applications. Only those applicants interviewed will be notified of their selection or non-selection. The Office of the Consumer Credit Commissioner is an equal opportunity employer.*

Date Completed	02/12/2016
----------------	------------