



OFFICE OF COURT ADMINISTRATION

David Slayton
Administrative Director

JOB VACANCY NOTICE

Posting Date: January 26, 2016

Closing Date: Open until filled

Job Listing Identification Number: OCA-212-16-23

State Classification Number/Salary Group:
1602/B24

State Job Title: Manager III

FLSA Status: Exempt Non-Exempt

Agency Job Title: Human Resources Officer

Location: Austin, Texas

Monthly Salary Range: \$4,917.00 - \$6,350.00

Type of Job: Full Time Part Time

Remarks:

Travel Required: Yes (5%) No

Job Description: Directs and administers the human resource program for the Office of Court Administration (OCA) with approximately 235 employees statewide. The Human Resources (HR) Officer ensures compliance with state and federal laws and regulations and serves as HR generalist and consultant to agency management in all areas of human resources. Provides hands-on administration of all human resources functions. The HR Officer works under minimal direction with considerable latitude in the use of initiative and independent judgment.

Essential Job Functions:

- Plan, develop, implement, review, and revise human resource policies and procedures in accordance with state and federal laws.
- Ensure compliance with agency human resource policies, procedures, plans, and guidelines.
- Manage recruitment, hiring, classification, performance management, special leave, training, and other agency human resource programs.
- Serve as consultant and resource to presiding judges in management of specialty courts staff, and to appellate court clerks and justices as requested. May consult with trial courts as needed.
- Serve as agency officer for various required functions, including benefits, equal employment opportunity, risk management, ADA, safety, and workers compensation.
- Process personnel actions for new hires, reclassifications, promotions, terminations, merit increases and other actions; coordinate personnel actions with the payroll officer in areas related to salary actions, leave, terminations, and benefits exceptions. Coordinate personnel issues and exceptions with appropriate entities including ERS, SORM, TWC, SAO and other compliance agencies as necessary.
- Supervise and direct the functions of administrative assistants responsible for HR and receptionist duties and general administrative support for division directors.
- Perform other duties as assigned.

Minimum Qualifications:

- Bachelor's degree in management or related field from an accredited college or university.
- Five years of progressively responsible experience in human resource management.

- Additional experience relevant to the position requirements may substitute for education on a year-for-year basis.
- Proficiency with Microsoft Excel and Word.

Preferred Qualifications:

- Experience as an HR “generalist” at a Texas State government agency.
- Experience in a lead or supervisory capacity.
- SPHR/PHR certification.
- Knowledge of and experience with the Centralized Accounting, Payroll and Personnel System (CAPPS)
- Familiarity with State of Texas Uniform Statewide Payroll System (USPS).
- Experience interacting with elected officials or appointed board members.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of experience to determine if minimum qualifications are met. 42A, 79R, 79S, 79V, 79T, 420A, 42B, 42H, 70F, NC, NCC, NCR, PS, 120X, 168X, 641X, 741X, 05 10, 11, 12, 14, 16, 17, 018, HRM10, HRM11, HRM12, PERS, NAP14, 4821, 8411, 8412, 0102, 0170, 4801, 4802, 4803, 4804, 4810, 8840, 3S0X1, 3S3X3, 8A100, 8R000, 8R200, 8R300, 38PX, 83R0, 99G0, 87Q0

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_HumanResources.pdf

Send a completed State of Texas Application for Employment to: Human Resources, Office of Court Administration, 205 W. 14th Street, Suite 600, Tom C. Clark Building, Austin, Texas 78701 or fax to 512/463-1648 or email to ocajobs@txcourts.gov. State applications are available on the Internet at WorkinTexas.com. Resumes may accompany applications but will not be accepted in lieu of a completed application. Following a screening of applications, interviews of qualified applicants who have sent in a **completed state application** will be scheduled.

An applicant’s response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated by the applicant to Tracie Reyher, the Office of Court Administration’s Human Resources Specialist, at 512/936-1611.