



Austin American-Statesman
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Office of Court Administration
Megan LaVoie, Administrative Director

Job Posting

Posting Date: January 16, 2024

Job Listing Identification Number: 00039317

State Job Classification: Human Resources Specialist III or IV

Functional Title: HR Business Partner

Monthly Salary: \$4,500.00 - \$5,833.34

Remarks: Salary and classification level dependent upon qualifications. Hybrid work options may be available, depending on business need.

Closing Date: January 30, 2024

State Class. No. and Pay Group: 1733/B19-1735/B20

FLSA Status: ☒ Exempt ☐ Non-Exempt

Location: Austin, TX

Type of Job: ☒ Full Time ☐ Part Time

Travel Required: ☒ Yes 10% ☐ No

Job Description: Performs complex (journey-level) or highly complex (senior-level) human resources management work. Work involves administering or assisting the Human Resources Program within the Office of Court Administration and delivers various tasks in Human Resources including but not limited to job postings, screenings, interviewing, employee relations, training, engagement and benefits.

For the HR Specialist III - Works under general supervision, with limited latitude for the use of initiative and independent judgement.

For the HR Specialist IV – Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

Essential Job Functions:

- Provide advice and counsel to employees and management on issues, rules, and policies related to human resources management.
- Recruit, screen, and interview applicants; evaluate their qualifications; and refer qualified applicants to the appropriate hiring manager.
- Coordinate the maintenance and analysis of human resources automated systems, files, records, and reports.
- Process onboarding forms, including Form I-9s, background checks, prior state servicer verifications, and reference checks.
- Assists with or develops solutions to complex human resources challenges by following procedures, coordinating with other Human Resources staff or applying policy.
- Conduct job analyses to determine proper classification and prepare new or revised job descriptions and job postings and maintain job posting templates as needed.
- May serve as a liaison to mid and upper-level management regarding employee relations, retention, recruiting, talent management and other facets of Human Resources.
- Monitors compliance with state and federal laws and regulations.
- Coordinates and administers human resources programs such as CAPPS, compensation, employee relations, discipline, training, and new hire orientation.

- Prepares, disseminates, and maintains human resources correspondence and personnel reports within the agency and to outside agencies.
- Performs related work as assigned and complies with all OCA policies.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with major coursework in human resources management, business or public administration, organizational development, or a related field is generally preferred. Experience and education may be substituted for one another.
- For the HR Specialist III – Two (2) additional years of full-time wage-earning experience in human resources at a Texas state agency.
- For the HR Specialist IV – Three (3) additional years of full-time wage-earning experience in human resources at a Texas state agency.
- Experience working with a Human Resources Information System (HRIS) platform (PeopleSoft HR, CAPPS HR/Payroll, ADP, or another related platform)
- Experience using Microsoft Office applications.

Preferred Qualifications:

- Two years working directly with CAPPS Recruit or CAPPS HR/Payroll.
- Experience with the Texas Employees Retirement System Benefits and Longevity/Retirement requirements.
- Direct experience providing Texas state agency Human Resources functions.
- Experience drafting, posting, recruiting and filling state jobs for a State of Texas agency

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of 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 of federal, state, and local laws and regulations governing personnel activities.
- Knowledge of CAPPS HR/Payroll/Recruit.
- Knowledge of SharePoint applications and tools.
- Skilled in handling multiple tasks and prioritizing.
- Ability to maintain confidential and sensitive information.
- Ability to communicate effectively, both orally and in writing.

Employment Conditions:

- Regular attendance required.
- Travel may be required.
- Operates standard office equipment, computer hardware and software.

- Employment may be remote.
- Must sit for extended periods of time.
- May talk on phone for extended periods of time.

Note: The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met. Army: 42A Human Resources Specialist, Navy: NC Navy Counselor, Coast Guard: YN Yeoman; Marine Corps: 0111 Administrative Specialist, Air Force: 3FOX1 Personnel, Space Force: No military equivalent. Additional Military Crosswalk information can be accessed at

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_HumanResourcesandTrainingandDevelopment.pdf

To Apply:

All applications for employment with the Office of Court Administration may be submitted electronically through at [CAPPS Careers](#) and can be viewed on www.WorkinTexas.com. Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a completed state application will be scheduled. Only applicants interviewed will be notified of their selection or non-selection.

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, religion, sex, national origin, age or disability in employment or in 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 to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization. Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.