

**TEXAS STATE BOARD OF PHARMACY (TSBP)
JOB VACANCY ANNOUNCEMENT**

Job Title:	Human Resources Specialist	Closing Date:	Until filled
State Classification:	1733 Human Resources Specialist III		
Posting Number:	TSBP19-021	Schedule:	Full-time
Reports to:	Staff Services Officer II	Team:	Administrative Services
Monthly Salary Range:	\$3,294 to \$4,167 (B18)	Travel:	No
New Hires/Rehires:	60 day waiting period for Health coverage	Military Crosswalk:	Army: 42A; Navy: PS, 120X; Coast Guard: 018, HRM10, HRM11; Marine: 8840, 0170; Air Force: 350X1, 38PX, 83RD

GENERAL DESCRIPTION

Performs complex (journey-level) human resources management work. Work involves administering the human resources management program, ensuring compliance with state and federal laws and regulations, and conducting several staff functions such as recruiting, benefits and leave administration, employee training, and utilization of the Centralized Accounting and Payroll/Personnel System (CAPPS).

ESSENTIAL JOB FUNCTIONS

Coordinates the advertising, receipt and distribution of applications for employment; compiles EEO data of applicants and new hires. Maintains hiring/job posting packets to include applicants interviewed, scoring criteria, reference checks and offer letter. Analyzes organizational methods, evaluates jobs, and prepares or revises job descriptions and job posting and maintains employee job description library.

Conducts workforce analyses and executes workforce plans and recruitment and retention strategies.

Conducts new employee orientation and the administrative processing of new hires and terminated employees.

Provides advice and assistance on classification, compensation, recruitment, retention, benefits, leave provisions, employee relations, and salary administration matters.

Conducts audits of human resources activities to ensure compliance with policies and procedures.

Coordinates the development, revision, and dissemination of agency policies, procedures, and forms.

Maintains orderly file directories and HR space on agency Wiki Confluence.

Assist with coordinating, preparing, and presenting agency-wide training on topics such as equal employment opportunity, sensitive personal information, policy and procedure updates, change management, and risk management/safety issues.

Manages the personnel and medical files, ensuring that filing and documentation required in files are current; ensure the utmost security of the personnel files in accordance with agency policy/ and conduct file audits of personnel files.

Coordinate, track, and report special leave and accommodations including FMLA, workers' compensation, and ADA accommodation.

May process and investigate employee grievances and prepare recommendations for resolution.

Remain abreast of state and federal laws that affect HR and make recommendations as appropriate.

Provides backup to the Centralized Accounting and Payroll/Personnel System (CAPPS), to include agency payroll and timekeeping.

Assist in the revision, publication and distribution of Cash and Accounting Procedures.

Serves as agency Benefits Coordinator.

Serves as Security Coordinator and liaison to Texas Facilities Commission for building access badges.

Serves as additional agency Safety Officer.

Serves as additional Parking Coordinator.

Coordinates FDA Commissioning.

Complies with all agency personnel policies, including regular attendance.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

Backup to the processing of employee status change forms, ensuring all information is correct and processed in a timely manner.

Assist in maintaining agency record management system.

May train others.

May participate on interview panels

Performs related duties as assigned

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university. Degree or major coursework in human resources, communications, management or related field preferred (one year of job-related experience may substitute for one year of preferred coursework on a year for year basis). Work experience in researching and writing policies and procedures. Work experience creating training curricula and presenting information in group settings preferred. Prefer Professional in Human Resources (PHR) or SHRM-Certified Professional (SHRM-CP).

KNOWLEDGE, SKILLS & ABILITIES (KSAs)

- Knowledge of the principles and practices relevant to human resources management such as employment, compensation, classification, employee relations, benefits, workers' compensation, or organizational development; and of federal, state, and local laws and regulations governing personnel activities.
- Skill in providing excellent customer service and ability to establish and maintain effective working relationships with applicants, employees, and the general public.
- Ability to communicate clearly, both verbally and in writing.
- Ability to explain policies and procedures to staff and the public; to train others; and to develop and analyze human resource processes.
- Ability to exercise sound judgment, discretion, and the highest level of confidentiality in handling sensitive information and situations.
- Skill in operating a personal computer with word processing, excel, spreadsheet and presentation software.
- Strong organizational skills.
- Thorough knowledge of agency policies and procedures.
- Knowledge of state agency CAPPs system.
- Memory skills.

WORK ENVIRONMENT

Normal office environment. Tobacco free workplace. Sitting and operating a personal computer for long periods of time. Must pass a criminal background check. Correctly lift up to 25 pounds. Physical conditions will require a person with sufficient stamina to maintain a constant high level of concentration, frequently intense with many interruptions, for long periods of time.

The specific statements shown in each section of this position description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

VETERAN'S PREFERENCE

In order to receive a veteran's preference for any position, one the following documents must be submitted with the employment application: a copy of the DD-214; a statement of compensation from the Veteran's Administration; or a copy of the DD1300.

HOW TO APPLY

The Texas State Board of Pharmacy (TSBP) accepts applications only for posted vacancies. The job description and state of Texas application can be downloaded from the TSBP website: <http://www.pharmacy.texas.gov/Job%20Openings/JobOpenings.asp>. Application must be submitted with a cover letter that focuses on the applicant's unique qualifications for the position. Application must be completed with all requested information. Incomplete applications will not be considered. Applications may be submitted by mail, in person, or email to: Texas State Board of Pharmacy, 333 Guadalupe St, Ste. 3-500, Austin Texas 78701; human.resources@pharmacy.texas.gov

An Equal Employment Opportunity Employer: TSBP does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. A copy of TSBP's EEO Plan Utilization Report is available at

http://www.pharmacy.texas.gov/files_pdf/EEO_Utilization_Report_TSBP_Amended.pdf

This job is covered by the Fair Labor Standards Act (FLSA). Employees in jobs covered by FLSA who actually work in excess of 40 hours in a workweek receive time off at a time-and-one-half rate as the primary method of compensation in lieu of cash payment.