

TEXAS STATE BOARD OF PHARMACY (TSBP) JOB VACANCY ANNOUNCEMENT			
Job Title:	Staff Services Officer	Closing Date:	Until Filled
State Classification:	1551 – Staff Services Officer II		
Posting Number:	TSBP20-010	Schedule:	Full-time
Reports to:	Assistant General Counsel	Team:	Administrative Services
Monthly Salary Range:	\$3,293 - \$4,166 (B18)	Travel:	None
New Hires/Rehires:	60 day waiting period for health coverage		
Military Crosswalk			
Army: 36B, 42A, 51C, 89A, 92A, 92Z, 36A, 42B, 51C, 70C, 70F, 92A, 420A, 920A, 920B			
Navy: LS, LSS, PS, YN, YNS, 120X, 641X			
Coast Guard: SK, YN, F&S, FIN10, HRM10, MGT15, PERS, WEPS			
Marine: 0111, 0147, 0161, 0171, 0431, 0491, 3052, 4821, 8411, 8412, 0102, 0160, 0170, 0430, 4801-4804, 4810, 6607, 8840, 8862			
Air Force: 2G0X1, 3F0X1, 3F1X1, 4A1X1, 8A200, 8U000, 16GX, 20C0, 3060, 38FX, 60C0, 63AX, 63G0, 63S0			
GENERAL POSITION DESCRIPTION			
Performs complex (journey-level) staff services work. Work involves coordinating and performing several staff services functions, including human resources management including recruiting, benefits and leave administration, employee training, and utilization of the Centralized Accounting and Payroll/Personnel System (CAPPS). Provides advice and service to agency personnel; maintains liaison with federal, state and local agencies with regard to human resources.			
ESSENTIAL DUTIES AND RESPONSIBILITIES			
<ul style="list-style-type: none">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.Conducts new employee orientation and the administrative processing of new hires and terminated employees.Conducts workforce analyses and executes workforce plans and recruitment and retention strategies.Coordinates and audits the management of personnel and medical files of agency employees, ensuring that filing and documentation required in files are current while ensuring the utmost security of the files in accordance with agency policy.Provides advice and assistance on classification, compensation, recruitment, retention, benefits, leave provisions, employee relations, and salary administration matters.Analyzes organizational methods, evaluates jobs, and prepares or revises job descriptions and job postings. Maintains employee job description library.Researches and advises on any potential FTE needs in regards to legislative fiscal notes as requested by the Executive Director or Assistant General Counsel.Coordinates the development, revision, and dissemination of agency policies, procedures, and forms.Coordinates, tracks, and reports special leave and accommodations including FMLA, workers' compensation, and ADA accommodations.Processes and investigates employee grievances and prepare recommendations for resolutions.Coordinates, prepares, and presents agency-wide training on topics such as Equal Employment Opportunity, Sensitive Personal Information, Policy and Procedure Updates, Change Management, and Risk Management/Safety Issues.Maintains orderly file directories and HR space on agency Wiki Confluence.Conducts audits of all Human Resources activities to ensure compliance with policies and procedures.Remains abreast of all state and federal laws that affect HR (including but not limited to: FLSA, FMLA, ADA, etc.) and makes recommendations as appropriate.Serves as agency's Benefits Coordinator, Workers' Compensation Claims Coordinator, Safety Officer, Parking Coordinator, and Return-to-Work Coordinator.Serves as Security Coordinator and liaison to Texas Facilities Commission for building access badges.Coordinates FDA CommissioningSupervises the agency records management system.Provides backup to the Centralized Accounting and Payroll/Personnel System (CAPPS), to include agency payroll and timekeeping.Complies with all agency personnel policies, including regular attendances			

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.
- Assists in maintaining agency record management system.
- May train others.
- May participate on interview panels.
- Performs related duties as assigned.

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.
- Skilled in providing excellent customer service and ability to establish and maintain effective working relationships with applicants, employees, and the general public.
- Ability to explain policies and procedures to staff and to 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 Microsoft Outlook, Word, Excel, and PowerPoint
- Experience in human resource administration.
- Extensive knowledge of CAPPS System & Employee Benefits.
- Ability to communicate clearly, both verbally and in writing.
- Strong organizational skills that apply technology to the work process.
- Thorough knowledge of agency policies and procedures.
- Memory skills

EDUCATION AND EXPERIENCE REQUIREMENTS

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, preferably in human resources. Work experience creating training curricula and presenting information in group settings preferred. Prefer Professional in Human Resources (PHR) or SHRM-Certified Professional (SHRM-CP).

ENVIRONMENT / PHYSICAL CONDITIONS

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, 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. Applications must be received by 5:00 P.M. CST on the closing date. 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. **A resume may be submitted as a supplement to the State of Texas application; however a resume submitted in lieu of a State of Texas application will be rejected. A State of Texas application with "see resume" within the summary of experience is considered incomplete and will be rejected.** 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