

## TEXAS BOARD OF NURSING

March 2019

**I. TITLE:** Human Resources Specialist IV (1735) (B20)

**II. DEFINITION:**

Directs and administers the human resource program for the Texas Board of Nursing. Will oversee all aspects of human resources in compliance with state and federal laws and regulations. Will work in an HR generalist role that serves as a consultant to agency management in all areas of human resources. Serves as coordinator for employment and recruitment, employee benefits, ADA coordinator, workers compensation coordinator, equal employment opportunity officer, and employee assistance program coordinator. Provides hands-on administration of all human resources functions. Reports to the agency's Executive Director and works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

**III. QUALIFICATIONS:**

**A. Personal**

1. Recognized personal and professional integrity that is necessary to maintain the respect of state officials, professional colleagues and the general public.
2. A deep sense of responsibility for all phases of state board work

**B. Experience and Training**

1. Should have considerable progressive experience in research, planning, development and execution of designated program
2. Should have minimum of three years senior-level human resource experience

**C. Education**

1. Graduation from an accredited four-year college or university with major course work in human resources
2. Master's Degree in Human Resources, Business or related field preferred
3. Certification as a Professional in Human Resources (PHR) or Society for Human Resource Management-Certified Professional (SHRM-CP) preferred

**D. Knowledge, Skills, and Abilities**

1. Skill in analyzing performance reports
2. Ability to develop long-range plans for employee engagement programs; to prepare effective correspondence and reports; and to make independent judgments
3. Knowledge of state and federal laws and regulations governing human resource practices
4. Knowledge of principles and practices of human resources
5. Knowledge of state program in employment, benefits, retirement and worker's compensation
6. Skills in effective oral and written communication
7. Ability to handle difficult situations in a calm manner
8. Ability to work well with others and within department and agency

**IV. RESPONSIBILITIES:**

Responsible to executive director for implementing and updating agency on provisions of state and federal human resource statutes and rules and regulations and to established policies and procedures.

**V. FUNCTIONS:**

- A. Serves as the agency's ADA coordinator in coordination with the agency supervisors by responding to reasonable accommodations and gathering all medical documentation to support and approve accommodation requests
- B. Serves as agency EEO Officer in coordination with the General Counsel and assists with investigations, agency responses and resolution of employee and applicant grievances and complaints to include discrimination and sexual harassment complaints filed with TWC and EEOC
- C. Manages and administers the Employee Assistance Program (EAP); recommends mandatory employee attendance when applicable; serves as a resource to employees by providing information about the services provided; provides information to the EAP program for quarterly billing
- D. Serves as agency's worker's compensation coordinator; assist employees with the process of completing required forms; respond to inquiries; assist the agency directors to implement and administer an appropriate risk management plan that serves to minimize the agency's risk exposure and to file time reports.
- E. Explains and provides accurate information to employees regarding the State Benefits Package
- F. Interprets and provides guidance and assistance on state and federal human resources related laws, statutes, and regulations
- G. Processes all performance appraisals and informs management of upcoming performance appraisal due dates; guides and assists management with performance improvement plans to improve work performance
- H. Coordinates and assures agency compliance with required mandatory training and recommends professional development opportunities for agency staff; maintains all professional development records
- I. Oversight of the development of the HR database; works closely with IT to ensure the database meets the needs of HR and agency management
- J. Completes and processes employee payroll change forms for new hires, terminations, promotions, reclassifications, merit increases, employee status changes, and other payroll actions; establishes employee personnel files and medical files; verifies employee prior state verification and documentation to support state agency service
- K. Coordinates employee payroll changes with the accounting department in areas related to salary actions, leave, terminations, and benefits exceptions
- L. Coordinates personnel issues and exceptions with appropriate entities include ERS, SORM, TWC, SAO, EAP and other compliance agencies as necessary

- M. Serves as the agency's FMLA coordinator and return to work program; serves as the special leave expert and consultant; ensures agency compliance with state and federal laws in the administration of the leave; meets with employees to explain benefits. Approves and reviews employee monthly timesheets for staff on FMLA and other special leave
- N. Conducts training and web-based presentation to agency on subject matters such as employment issues, rules, laws, regulations, and agency's policies and procedures
- O. Manages the agency's recruitment efforts and selection program; coordinates posting of vacant positions, maintains job position placement folder; reviews all interview questions
- P. Develops and conducts the new employee orientation and exit interviews; coordinates mandatory EEO/discrimination and harassment training
- Q. Provides assistance and consultation to management in addressing performance based employee related issues which includes assisting and reviewing disciplinary actions and performance improvement plans
- R. Reviews position classifications and FLSA designations; conducts or coordinates periodic classification reviews
- S. Serves as the agency's liaison to state and federal audits conducted by the other state entities such as the Texas Workforce Commission, State Auditor's Office, and the State Comptroller's Office
- T. Provides policy guidance and interpretation and assists management on all aspects of employee relations and advises management on HR legal matters and the interpretation and application of employment laws and regulations as they apply to employment situations, including Title VII of the Civil Rights Act of 1964 (as amended), Chapter 21 of involuntary separations and harassment complaints
- U. Conducts human-resources-related compliance reviews and investigations, including sexual harassment investigations, gathers information, interviews witnesses, promptly prepares reports of findings, maintains relevant records, and provides human resources legal advice regarding investigations
- V. Assist with preparation of agency's responses to Charges of Discrimination filed with the Equal Employment Opportunity Commission (EEOC) and Texas Workforce Commission-Civil Rights Division and serves as agency representative in unemployment benefits telephone hearings
- W. Recommends, develops and implements HR forms to gather necessary employee information for personnel files and to improve and streamline HR processes
- X. Responds and completes all HR related surveys, reports, and statistics and questionnaires
- Y. Maintains agency Human Resource Manual
- Z. Performs other duties as assigned

**VI. CONDITIONS OF EMPLOYMENT:**

- A. Refer to personnel policies for other conditions of employment
- B. Position is exempt from the Fair Labor Standards Act (FLSA)