

The Texas Health and Human Services has the Human Resources Specialist V posted in the HR Job Portal.

### **HR Specialist V**

Salary Range: \$4,301.16- \$5,607.58 per month

Posting close date: TBD

### **HHS job website:**

Link: <https://jobshrportal.hhsc.state.tx.us/ENG/careerportal/default.cfm>

Keyword: HR Classification and Compensation Specialist

Agency: Health and Human Services Commission

Date: 11/01/2018

**Job Description:** Under the direction of the Human Resources (HR) Director of the Health and Human Services Commission (HHSC), the Classification and Compensation Specialist is responsible for performing highly complex senior-level HR management work overseeing classification and compensation issues for the HHS System. Conducts job analysis and classification audits to determine proper classification and ensure compliance with the State's Classification Plan. Develops and revises functional job descriptions for new and existing positions. Determines Fair Labor Standards Act (FLSA) designations and conducts analysis of routine audits. Produces salary surveys and prepares benchmark salaries of HHS positions with those of other State or public entities. Researches, creates, prepares and analyzes data and report findings. Audits, approves and enters personnel and payroll actions. Responsible for reviewing job requisitions within the HHS System to ensure appropriate job classification and compensation is being utilized. Provides consultation for managers regarding job descriptions, personnel actions and other classification and compensation matters. Works under limited supervision, with moderate latitude for use of discretion and independent judgment. Performs additional duties as assigned.

### **Essential Job Functions:**

Attends work on a regular and predictable schedule in accordance with agency leave policy.

Reviews job requisitions and job descriptions for classification, position and salary compliance. Analyzes job descriptions and job requisitions to ensure positions are appropriately classified according to the State's Classification Plan. Develops and/or revises functional job descriptions with collaboration from managers. Reviews and assists managers with interview questions, skills assessments and advertisements for job postings.

Assists with serving as agency liaison for SAO compliance audits; responds to requests from the SAO for information regarding agency job titles, salary information and other employment related data. Assists with coordinating appropriately with the SAO on agency

recommendations for changes or additions to the State Plan. Keeps abreast of legislation and rulings and reports from the SAO and changes to the State Classification Plan.

Reviews FLSA designations for agency positions applying appropriate tests and exemptions. Conducts monitoring audits and reviews position FLSA designations to ensure compliance. Stays abreast of Department of Labor (DOL) changes and interpretations.

Conducts salary surveys and/or benchmark reviews for specified positions. Analyzes data, creates and prepares reports and makes recommendations and/or advises managers on findings. Provides internal salary information to managers to support proposed personnel actions (i.e. promotions, salary equity adjustments, reclassifications, etc.).

Interprets and provides consultation services to agency staff and management, regarding state salary administration rules, agency classification and compensation practices, career ladders for specified positions and other classification and compensation matters.

May assist with special HR projects as needed.

**Registrations,  
Licensure**

PHR and/or SHRM-CP preferred.

**Requirements or  
Certifications:**

Certified Compensation Professional preferred.

**Knowledge Skills**

**Abilities:**

Knowledge of HR-related state and federal laws;  
Knowledge of HR-related policies and procedures;  
Knowledge of position classification practices;  
Knowledge of the State's Classification Plan;  
Knowledge of compensation practices;  
Knowledge of the Comptroller's Centralized Payroll/Personnel System (CAPPS) HCM preferred;  
Knowledge of payroll processes and procedures;  
Knowledge of organizational structure, division responsibilities and key staff;  
Knowledge of principles and processes for providing customer and personal services including needs assessment techniques, quality service standards, alternative delivery systems and customer satisfaction evaluation techniques.

Skill in using MS Word, Excel, and Outlook;  
Skill in effective verbal and written communication;  
Skill in providing quality customer service in a courteous and professional manner;  
Skill in establishing and maintaining effective work relationships with co-workers and work-related contacts;  
Skill in effective interaction with staff at all levels of the department and other State agencies and organizations;  
Skill in conducting job analysis;

Skill in developing and reviewing functional job descriptions;  
Skill in leading classification audits;  
Skill in producing salary surveys and preparing benchmarking salaries;  
Skill in interpreting and formulating FLSA designations;  
Skill in auditing, approving and entering personnel and payroll actions;  
Skill in knowing how to find information and identifying essential information;  
Skill in interpreting, analyzing and explaining policies and procedures;  
Skill in making independent, sound, timely decisions.

Ability to work as a member of a team;  
Ability to work independently with little or no supervision;  
Ability to make presentations before groups or individuals;  
Ability to effectively demonstrate negotiation and facilitations skills;  
Ability to be detailed oriented and have a high degree of accuracy;  
Ability to maintain confidentiality of sensitive information;  
Ability to maintain flexibility and work with frequent interruptions and multiple changing priorities;  
Ability to use CAPPs.  
Ability to use CAPPs HCM.

Below are instructions for locating the posting to begin the application process.

### **Instructions**

1. Click on the following link,  
<https://jobshrportal.hhsc.state.tx.us/ENG/careerportal/default.cfm>
2. Under the Job Search, type in the Keywords: ***HR Classification and Compensation Specialist***
3. Hit the Search button
4. The job posting link to the job search will appear
  - a. The agency should read: Health & Human Services Commission with an open date of 11/01/18, Posting Number 400128
5. Click on the link