



**TEXAS ALCOHOLIC BEVERAGE COMMISSION**  
invites applications for the position of:

## **Human Resources Specialist II/III**

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<b>SALARY:</b>	\$3,500.00 - \$4,100.00 Monthly
<b>OPENING DATE:</b>	05/06/19
<b>CLOSING DATE:</b>	Open Untill Filled

### **DESCRIPTION:**

The position reports to the TABC Director of Human Resources. Performs highly responsible program management work within the Human Resources Division. Assists with the coordination of human resources program and policy development for the agency to include personnel administration, selection and placement, classification and staffing, workers' compensation, internship program, and payroll administration. Monitors and ensures compliance with equal employment, Fair Labor Standards Act, Position Classification Act, and other state and federal laws and regulations. Considerable latitude for the use of initiative. Will assist with the agency's transition into a new software system and assist with configuration of job code and classifications and training as needed. Work environment is fast-paced and may require extended hours on occasion.

Two positions will be filled from this posting and hiring supervisor will determine classification based on experience and skillset presented.

### **ESSENTIAL JOB FUNCTIONS:**

- Assist with classification of positions, development of job descriptions, and data entry of new hire data.
- Assist in posting job advertisements and organizing job applications.
- Screen and evaluate qualifications of applicants and refer to appropriate hiring supervisors.
- Answer employee HR related questions or refer to other HR specialists as appropriate.
- Provides customer service to organization employees. Serves as a point of contact for new hire process and recruitment efforts.
- Maintain up-to-date employee data. Assist in compiling wage data.
- Coordinates recognition program and orders service awards.
- Manages new hire employment process and documentation. Maintains employee data via HRIS database and employee files. Work with DocuSign program.
- Conducts background checks, verifies and analyzes results. Completes and verifies data entries for I-9 and E-Verify protocols.
- Assists with new hire orientation [NEO] in conjunction with Director and other HR staff.
- Timely reviews, documents, logs, tracks, and routes various HR business transactions in accordance with state and federal laws and within agency guidelines. May serve as records coordinator for the division.
- Performs file audits to ensure that all required employee documentation is collected and maintained.
- Compiles reports related to HR activities and maintains HR automated systems.
- Maintain a regular schedule of attendance.
- Perform other duties as assigned. Duties, responsibilities and activities may change according to business needs.

### **GENERAL QUALIFICATION REQUIREMENTS:**

## **MINIMUM QUALIFICATIONS:**

The position classification title for the position to be filled will be determined by the hiring supervisor based on job-related credentials.

Human Resources Specialist II - Two (2) years of progressively responsible human resources experience and graduation from an accredited four-year university or college with major coursework in human resources management, business or public administration, organizational development, or a related field.

Human Resources Specialist III - Three (3) years progressively responsible human resources experience and graduation from an accredited four-year university or college with major coursework in human resources management, business or public administration, organizational development, or a related field.

Experience and education may be substituted for one another on a year-for-year basis. Prior experience in state government is preferred.

## **Knowledge, Skills, and Abilities**

- Knowledge of the principles and practices of human resources management; of human resources programs such as employment, compensation, classification, or organizational development; and of federal, state, and local laws and regulations governing personnel activities.
- Knowledge of USPS or CAPPS system.
- Working knowledge of Excel.
- Proficient skill in MS Office Suite and Adobe Acrobat Pro.
- Skill in effective oral and written communication,
- Skill in the use of a computer and human resources-related software applications,
- Ability to handle multiple tasks and prioritizing.
- Ability to explain policies and procedures to staff and the public;
- Ability to maintain confidential and sensitive information with discretion;
- Ability to develop and analyze human resource processes;
- Ability to establish and maintain effective working relationships with applicants, employees, and the general public.
- Ability to work in a fast-paced environment.
- Must have strong communication/ interpersonal skills
- Must have a strong work ethic, be dependable and follow directions.
- Must be able to prioritize and plan work activities in timely manner.
- Must be organized and thorough.

**Registration, Certification, or Licensure:** Valid Texas Drivers License.

## **Physical Requirements and/or Working Conditions:**

This position functions in a standard office environment. Must be able to move about the office to access file cabinets, office equipment and move up to 25 lbs. Must be able to communicate and exchange information via phone, computer, in person and via electronic media and be able to visually monitor video for secured access area. Must be able to perform repetitive use of a keyboard at a workstation. Must be able to work with overlapping deadlines. Required to work as a team member and work with sensitive and confidential information.

## **SUPPLEMENTAL INFORMATION:**

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the below referenced fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply:

United States Army- 42A Human Resource Specialist, 420A Human Resources Technician, 42B Human Resources Officer, 42H Senior Human Resources Officer, 70F Health Services- Human Resources  
United States Navy- PS Personnel Specialist, 120X RL-Human Resources, 641X LDO-Administration  
United States Coastal Guard- 10 Personnel (General), 11 Officer Personnel Administration, 16 Personnel Systems, 17 Personnel Systems, HRM10 Human Resources, HRM11 Human Resources Management  
United States Marine Corp- 0111 Administrative Specialist, 0170 Personnel Officer  
United States Air Force- 350X1/38PX Personnel

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.tabc.texas.gov>

Position #201900536  
HUMAN RESOURCES SPECIALIST  
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5806 Mesa Drive #165  
Austin, TX 78731  
(512) 206-3215

[tabchr@tabc.texas.gov](mailto:tabchr@tabc.texas.gov)

### **Human Resources Specialist Supplemental Questionnaire**

- \* 1. Do you have (2) years of progressively responsible human resources experience?  
Yes No
  
- \* 2. Do you have (3) three years progressively responsible human resources experience?  
Yes No
  
- \* 3. Did you graduate from an accredited four-year college or university with a major coursework in human resources management, business or public administration, organizational development, or a related field?  
Yes No
  
- \* 4. Do you have prior experience in state government?  
Yes No
  
- \* 5. Do you have knowledge of USPS?  
Yes No
  
- \* 6. Do you have experience with DocuSign?  
Yes No
  
- \* Required Question