



## **TMD - Human Resources Specialist III (Time & Leave Specialist) (00003462)**

**Organization:** TEXAS MILITARY DEPARTMENT

**Work Locations:**  
2200 W 35th STREET  
Austin 78703

**Job Business and Financial Operations**

**Employee Status** Regular

**Schedule** Full-time

**Standard Hours Per Week:** 40.00

**Travel** Yes, 10 % of the Time

**State Job Code:** 1733

**Salary Admin Plan:** B

**Grade:** 18

**Salary (Pay Basis)** 4,000.00 - 4,500.00 (Monthly)

**Number of Openings** 1

**Overtime Status:** Exempt

**Posting Date** Nov 1, 2018

**Closing Date** Nov 14, 2018

**Description**

**APPLICATIONS SHOULD BE FILED ONLINE THROUGH CAPPS RECRUIT AT:**

<https://capps.taleo.net/careersection/ex/jobdetail.ftl?job=00003426>

**APPLICATIONS SUBMITTED THROUGH WORK IN TEXAS:**

Applicants may submit applications through Work In Texas (WIT), however applicants must complete the supplemental questions in CAPPS Recruit to be considered for the position. In order to complete the supplemental questions, please register and/or login to CAPPS Recruit and access your profile. Go to CAPPS Recruit to Sign In (Link: <https://capps.taleo.net/careersection/ex/jobsearch.ftl?lang=en>)

**NOTES TO THE APPLICANT:**

Your job application must be complete and thorough including responding to all the supplemental questions. Your application must contain complete job histories, which includes job titles, dates of employment, name

of employer and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information.

#### **ABOUT US:**

**Who We Are:** The [Texas Military Department \(TMD\)](#) is commanded by The Adjutant General of Texas, the state's senior military official appointed by the governor, and is comprised of the Texas Military Department (State & Federal Civilian Employees), the [Texas Army National Guard \(TXARNG\)](#), the [Texas Air National Guard \(TXANG\)](#) and the [Texas State Guard \(TXSG\)](#).

**Our Vision:** America's premier state military organization comprised of professional mission-ready forces, fully engaged with our communities, and relevant through the 21st century.

**Our Mission:** Provide the Governor and the President with ready forces in support of state and federal authorities at home and abroad.

#### **BRIEF POSITION SUMMARY**

Performs complex (journey-level) human resources management work for the State Human Resources Department. Work involves administering the time and leave accounting program and ensuring compliance with state and federal laws and regulations. Reports to the Assistant Human Resources Director and works under general supervision, with moderate latitude for the use of initiative and independent judgment.

#### **WORK HOURS:**

Work hours are 8:00AM to 5:00PM, 40-hour week, Monday – Friday.

#### **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

- Implements and administers the agency's time and leave accounting program.
- Monitors and audits Centralized Accounting and Payroll/Personnel System (CAPPS) time and leave activities.
- Reviews and analyzes CAPPS timesheets to ensure compliance with appropriate agency policies and procedures, state and federal statutes and other relevant laws.
- Resolves exceptions/errors on CAPPS timesheets daily.
- Coordinates with the Payroll Officer for issues impacting employee pay.
- Monitors various CAPPS time and leave reports including the Needs Approval query and Scheduled Hours to Pay (SCHAP) Not Processed query on a regular basis; follows up with managers and employees to ensure timely entries and correct errors.
- Monitors employee leave balances and FLSA overtime hours.
- Processes overtime payouts in coordination with management and the Payroll Officer.
- Monitors employee separations and ensures leave balances are transferred out appropriately.
- Maintains supporting documentation for employee time and leave activities.
- Responds to audit requests related to time and leave accounting.
- Communicates and disseminates reminders and deadlines to employees and managers related to time and leave activities in CAPPS.
- Runs the fiscal year end (FYE) Annual Leave Conversion and Sick Leave Pool FY balance processes after the FYE conversion has completed.
- Coordinates with the General Officer Management Office (GOMO) for management of Command Group timesheets.
- Coordinates with the HR Benefits Coordinator and FMLA & Workers Compensation Coordinator for leave activity related to Workers' Compensation, Family Medical Leave Act (FMLA), sick leave pool and sick leave donations.
- Serves as Military Leave Coordinator; maintains Military Status forms and awards military leave annually to eligible employees, tracks and reports employees currently in the military; monitors employees on extended leave for military purposes and coordinates with the employee, managers, HR Benefits Coordinator and Payroll Officer for benefits and pay issues during the extended leave.
- Monitors and tracks special leave areas including administrative leave, emergency leave, investigation leave, leave without pay, and other authorized leave.
- Provides advice and assistance to managers and employees on agency time and leave policies and procedures.
- Conducts training for HR staff, employees and managers related to time and leave.
- Assists in planning, developing, revising, and implementing human resources policies, procedures, and forms.

- Identifies time and leave issues and recommends solutions and process improvements.
- May serve as the liaison or assist the liaison to the Trusted Agent Security Manager (TASM) for state employee Common Access Cards (CAC).
- Attends work regularly and observes approved work hours in accordance with agency state employee policies & procedures handbook.
- May occasionally work evenings, weekends or holidays.
- Performs related work as assigned.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION:**

- Graduation from an accredited four-year college or university is required (see substitution).

### **EXPERIENCE:**

- Two years of experience administering a time and leave accounting program is required.
- Experience using Microsoft Word, Excel and Outlook is required.

### **PREFERRED EXPERIENCE:**

- Experience administering a time and leave accounting program for a state of Texas agency.
- Experience using CAPPS Time & Labor.
- Experience using USPS.

### **SUBSTITUTION:**

- Additional years of experience administering a time and leave accounting program may substitute for the required education on a year-per-year basis.

### **REGISTRATION, CERTIFICATION OR LICENSURE:**

- Valid driver's license is required. \*If not currently a Texas resident, must obtain a Texas Driver's License within 30 days after entering Texas as a new resident. A satisfactory driving record is required for driving state or personal vehicles to conduct agency business.

### **OTHER REQUIREMENTS:**

- Must be able to obtain a Common Access Card (CAC). Selected candidate must pass a federal security background investigation. The process includes a National Agency Check and Inquiry (NACI) and fingerprinting. New employees must complete and sign the Office of Personnel Management (OPM) Form SF85.
- The Immigration Reform and Control Act of 1986 requires all new employees to present proof of eligibility to work in the United States within three (3) days of being hired. The Texas Military Department participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization; For more information, see: [E-Verify Poster](#).
- Upon hire with the State of Texas, males between the ages of 18 through 25 must provide proof of registration or exemption with the Selective Service. For further information, visit the Selective Service website at <https://www.sss.gov/RegVer/wfVerification.aspx>.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- state of Texas statutes, statewide policies and procedures and federal regulations related to leave accounting, payroll and benefits;
- the Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA) and other state of Texas leave policies and procedures; and
- state of Texas leave types and associated rules.

Skill in:

- operating the Centralized Accounting and Payroll/Personnel System (CAPPS);
- operating MS Word, Excel and Outlook and other software applications;
- researching and referencing laws, rules, regulations, policies and procedures;

Ability to:

- maintain confidentiality and display a high degree of professionalism and integrity;
- troubleshoot to identify issues and solutions with CAPPS time and leave activities;
- gather and analyze data without compromising accuracy;
- stay abreast on current laws, rules, regulations, policies and procedures;
- interpret laws and regulations;
- explain time and leave policies and procedures to employees and managers;
- communicate effectively verbally and in writing;
- effectively train others;
- demonstrate excellent customer service skills;
- establish effective working relationship with supervisor, co-workers and subordinates;
- work effectively and cooperatively in a small team;
- work in a military organization.

### **PHYSICAL/WORKING CONDITIONS**

Work is typically performed in a sedentary office setting involving sitting, standing, and walking to perform job duties. Work requires extensive use of a personal computer and telephone. This position may periodically require the ability to lift, carry, move and/or set up equipment and materials that weigh up to 25 pounds.

### **VETERANS EMPLOYMENT PREFERENCE**

If you qualify for a Veteran Employment Preference, it is mandatory that you provide the required documentation at the time of applying. Documentation must be provided before a Veteran Employment Preference can be granted.

Currently Serving U.S. Military Member (includes State Guard)- Statement of Service Memo;  
Veteran – DD Form 214 (or Equivalent) or;  
Surviving Spouse of a Veteran who has not remarried - Marriage Certificate and DD Form 1300 or;  
Orphan of a Veteran who was killed during active duty – Birth Certificate and DD Form 1300  
Disabled Veteran - VA Civil Service Preference Letter (SF-15)

### **VETERANS:**

Use your military skills to qualify for this position or other jobs. Go to [www.texasskillstowork.com](http://www.texasskillstowork.com) to translate your military work experience and training courses into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the following fields or other related 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 / 42B / 42H / 420A - Human Resources  
United States Navy - PS - Personnel Specialist / 120X - Human Resources  
United States Coast Guard - 360 / YN - Yeoman / 10 / 11/ 12 / Personnel Administration  
United States Marine Corps - 0111 Administrative Specialist / 0102 Manpower Officer / 0170 Personnel Officer (Warrant)  
United States Air Force - 3S0X1 / 38PX - Personnel

Additional Military Crosswalk information can be accessed at:

[http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_HumanResources.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_HumanResources.pdf)

Contact TMD's Veteran's Liaison, Carlos Cardozo if you have questions at (512)782-6822 or [HR@military.texas.gov](mailto:HR@military.texas.gov)

The Texas Military Department does not discriminate on the basis of race, color, national origin, sex, religion, age, genetic information, or status as an individual with a disability or protected veteran status in employment or in the provision of services.