

Texas State Board of Dental Examiners
1801 Congress Ave., Suite 8.600
Austin, Texas 78701
512-463-6400 phone; 512-463-7452 fax
<http://www.tsbde.texas.gov>

Human Resources Specialist II-III

Position: Human Resources Specialist II-III Full time (40 hrs/wk)	Salary: \$3,800 per month - \$4,583.33 (\$45,600 – \$55,000 annually)
Classification Number: 1731-1733 Group: B17-B19	Posting Date: September 10, 2024
Listing Number: 504-25-001 FLSA Status: Exempt Number of Openings: 1	Closing Date: Until filled
Contact: Leticia Kappel lkappel@tsbde.texas.gov	

DESCRIPTION OF DUTIES:

This job description is not an employment agreement or a contract. Management has the exclusive right to alter this job posting or job description at any time without notice.

The Texas State Board of Dental Examiners (TSBDE) is the state agency that regulates the practice of dentistry in Texas. As of September 1, 2017 the agency is authorized to employ 59 FTEs and has 11 board members.

Because the TSBDE is a small agency, all employees must exhibit a spirit of teamwork and cooperation and be willing to assist in any agency work activities as necessary.

The Human Resources Specialist III is a team member of the Finance and Administration Division and will report to the Deputy Executive Director. The HR Specialist II will serve as the payroll accountant for the agency and will perform various duties including reviewing and approving agency payments and journal vouchers, and financial reporting. Strict confidentiality of data must be practiced at all times. The successful candidate will be a team player who takes responsibility to ensure that all assigned activities are performed quickly, accurately, and in compliance with all applicable state and federal rules, regulations and requirements and that all financial records are properly created and maintained. Full-time employment (40 hours per week) is required.

EXAMPLES OF WORK PERFORMED:

- Prepare and enters all payroll changes into CAPPs.
- Prepares all documentation for new hires, promotions, transfers, terminations, etc.
- Provides advice to employees and management on issues, rules and policies related to human resource management.
- Provides guidance on state and federal human resources-related laws, regulations, policies, procedures and management.
- Provides full employee life cycle for assigned areas to include on-boarding and off-boarding. Coordinates and finalizes new hire paperwork and separation paperwork with employee.
- Timely enters and completes all monthly and quarterly reports such as the 941, TWC and other reporting.
- Enters and maintains employee data in CAPPs HR/Payroll and ERS.
- Explains FMLA/ADA processes and provides appropriate documentation to employees upon request of FMLA/ADA.

- Assists in planning, developing, revising, and implementing human resources policies procedures and forms.
- Maintains accurate and well-organized human resource files and records.
- Ensures assigned activities are performed quickly, accurately, and in compliance with all applicable state policies and procedures.
- Completes special projects and other related duties as assigned by finance and/or administration.
- Performs related work as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION and EXPERIENCE:

Graduation from an accredited four-year college or university with degree in finance business, human resources, or related field is preferred. Education and experience may be substituted for one another. Two year's full time experience in Human Resources to include experience as an HR Generalist is preferred.

EXPERIENCE:

KNOWLEDGE, SKILLS, & ABILITIES:

- Ability to work accurately with numerical data.
- Ability to accurately analyze, interpret, and present accounting/financial data.
- Ability to handle multiple tasks concurrently.
- Ability to maintain strict confidentiality.
- Sound judgment and decision-making.
- Strong attention to detail.
- Ability to communicate effectively both verbally and in writing.
- Skill in using a computer, databases, and applicable software.
- Ability to work effectively and independently in a dependable and organized manner to meet various deadlines.
- Knowledge of State rules and regulations for leave accounting and Human Resources.
- Ability to attend work regularly and adheres to established work schedule in accordance with agency leave and attendance.
- Ability to explain policies and procedures to staff and the public; to maintain confidential and sensitive information; to develop and analyze human resources processes; to establish and maintain effective working relationships with applicants, employees and the general public.
- Ability to work cooperatively with others in a team environment.

OTHER: Normal office environment in downtown Austin office location. Tobacco-free work environment. Work hours are an 8 hour day, 5 days a week. Some overtime may occasionally be required. Travel out of Austin may occasionally be required.

In compliance with House Bill 2559 agencies that hire a person who is retired from the Employees Retirement System (ERS) on or after September 1, 2009 are required to remit a surcharge of 9.5% each month the return-to-work retiree is employed. Selected candidates meeting this requirement will be offered a base salary 9.5% lower to cover this surcharge.

Applicable Military Occupational Specialty (MOS) codes are included, but not limited to the following: 27, 250X, LGL10, 04,44,51. Additional Military Crosswalk Information can be accessed at http://www.hr.sao.state.tx.us/compensation/MilitaryCrosswalk/MOSC_Legal.pdf.

To Apply: Applicants must submit official State of Texas Employment Application (see <http://www.twc.state.tx.us> for download). Applications may be emailed to hr@tsbde.texas.gov, mailed to

1801 Congress Ave, Suite 8.600, Austin, TX 78701 or faxed to (512) 463-7452. Applicants may submit a resume in addition to the official State of Texas Employment Application but the resume may NOT be substituted for the official State of Texas Employment Application. Selected applicants will be notified regarding interviews. If an accommodation is needed, please call Leticia Kappel at 512-305-7378.

The Texas State Board of Dental Examiners (TSBDE) is an Equal Opportunity/Affirmative Action/ADA employer. The Board's employment positions are covered by the Fair Labor Standards Act (FLSA). TSBDE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. TSBDE is an E-Verify participant.