

**PUBLIC UTILITY COMMISSION OF TEXAS  
JOB DESCRIPTION**

<b>Classified Title:</b>	Manager VI	<b>Class#:</b>	1605
<b>Working Title:</b>	Human Resources Director	<b>Group#:</b>	B27
<b>Division:</b>	Agency Operations	<b>FLSA:</b>	Exempt
<b>Division Director:</b>	Chief Operating Officer	<b>Date:</b>	07/20/2023

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**GENERAL DESCRIPTION:**

Perform highly advanced (senior-level) human resource functions in the Human Resources (HR) section of the Agency Operations Division. Work involves administering and monitoring the operation of human resource management programs ensuring compliance with Equal Employment Opportunity criteria, the Fair Labor Standards Act, the Position Classification Act, Family Medical Leave Act, American with Disabilities Act and other state and federal laws and regulations. Duties are performed under minimal direction of the Chief Operating Officer with extensive latitude for the use of initiative and independent judgment.

**ESSENTIAL FUNCTIONS:**

- In cooperation with the Agency Counsel, facilitate agency compliance with relevant state and federal laws and regulations, and promote optimal effectiveness of the agency's staff resources.
- Coordinate and oversee HR programs including administration of the agency's recruitment and retention, family medical leave, benefits, deferred compensation, the Employees Assistance Program (EAP), and workers' compensation.
- Initiate development, revision and implementation of HR policies and procedures for the agency.
- Monitor and ensure agency's compliance with equal employment criteria, the Fair Labor Standards Act, the Position Classification Act, the Americans with Disabilities Act, the Family & Medical Leave Act, and other state and federal laws and regulations.
- Supervise staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and provide recommendations on staffing, budget, performance, and promotions.
- Oversee the development of business system requirements for automated databases to support efficient and effective HR data management.
- Represent the agency at meetings, state human resource sub-committees and serve as point-of-contact on HR related matters for outside parties.
- Provide training to agency employees on HR topics as appropriate.
- Maintain processes for timely completion of personnel actions for appointments, promotions, demotions, reclassifications, transfers, merit increases and employment separations.
- Review positions for appropriate compensation and proper classification; may conduct related job analyses.
- Oversee, review, and maintain agency's personnel records; conduct periodic audit reviews to ensure compliance with HR statutes.
- Monitor relevant legislative action, review HR related legislation as necessary and update agency policies.
- Recommend staffing and funding for HR needs.
- Collaborate and assist with the Commission's Risk Management program to establish health and safety program goals and objectives to minimize risk exposure.

- Serve as the Commission's Workers' Compensation Claims Coordinator to establish procedures for the submission of accident reports, handling of claims, and coordination of required information with the State Office of Risk Management.
- Oversee efforts for agency participation in the Survey of Organizational Excellence; analyze results and develop recommendations.
- Maintain positive, service-oriented interpersonal communication with internal staff and outside contacts, both in person and in writing.
- Counsel employees concerning professional development and work-related problems as needed. Confer with supervisors on employee relations matters including placement problems, transfers, demotion, and dismissal of employees.
- Attend work regularly and observe approved work hours in accordance with agency leave and attendance policies.
- Demonstrate a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team, while upholding the agency's mission and core values.
- Keep management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the division.
- Adhere to all PUC personnel policies and division procedures and perform other work as assigned.

**REQUIRED MINIMUM QUALIFICATIONS:**

- Graduation from an accredited four (4) year college or university with major course work in Human Resources Management, Public Administration, Business Administration or a directly related field. Additional related work experience may be substituted for the required education on a year for year basis.
- Minimum of five (5) years' experience in human resources management functions, three (3) of which must have included project management or lead work responsibilities in one or more human resources program areas.
- Relevant experience in HR management and program direction.

**PREFERRED QUALIFICATIONS:**

Relevant experience in HR management and program direction at a state agency.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without accommodations, that the essential functions of the job can be performed.

- Knowledge of the principles and practices of human resource management and federal, state and local laws, statutes and regulations.
- Knowledge of Equal Employment Opportunity laws and the application of these laws to the assigned functions.
- Knowledge of personal computers and software applications to prepare documentation, reports, and correspondence.
- Skill in communicating effectively both orally and in writing.
- Strong organizational skills and attention to detail.
- Ability to apply good judgment while performing job duties.
- Ability to direct and manage concurrent projects for timely completion in a fast-paced environment.
- Ability to establish and maintain effective working relationships throughout the agency.
- Ability to treat sensitive information confidentially.
- Ability to attend work regularly and adhere approved work schedule.

- Demonstrate a spirit of teamwork, offering positive and constructive ideas, encouragement, and support to other members of the staff and team, and respond professionally to constructive feedback from others, while upholding the agency's mission and core values.
- Keep management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the division.
- Adhere to agency personnel policies and division procedures and perform other work as assigned.

**TELECOMMUTING ELIGIBILITY:**

- This position is eligible for telecommuting up to three (3) days a week but may require team members to come into the office for scheduled meetings, and there may be unscheduled requests with appropriate notice for any PUC business need.
- If approved to telecommute, must have a secure workspace with reliable Internet service to perform duties, ability to maintain a reliable consistent work schedule and be available for weekly meetings and group collaboration via Microsoft Teams and other applications during regular business hours.

**PHYSICAL AND COGNITIVE REQUIREMENTS AND WORKING CONDITIONS:**

The physical and cognitive demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if needed to enable individuals with disabilities to perform the essential functions.

This position primarily performs sedentary office work. It requires extensive use of computer, copiers, printers, telephone and requires communication with staff and the public. This position also requires cognitive abilities consistent with the essential functions and with the knowledge, skills and abilities; requiring the ability to learn, recall, and apply practices and policies. It requires the stamina to maintain attention to detail despite interruptions.

Work is performed in a standard office environment or secure telework space and requires:

- Regular and punctual attendance.
- Frequent use of personal computer, copiers, printers and telephones.
- Frequent sitting.
- Frequent work under deadlines, as a team member, and in direct contact with others.
- Occasional moving and lifting objects up to 10 pounds.