

PUBLIC UTILITY COMMISSION OF TEXAS

JOB DESCRIPTION

Classified Title: Human Resources Specialist IV	Working Title: HR Generalist
Class Code: 1735 Salary Group: B22	Position #: 00039236
FLSA Status: Exempt, Professional	EEO Category: Professional
Division: Agency Operations	Supervisor: Human Resources Director

GENERAL DESCRIPTION

Perform highly complex human resources work involving compliance with federal and state laws, agency policies, and HR procedures. Work involves coordinating and supporting recruitment activities, maintaining personnel records, processing employment and benefit actions, and serving as a subject matter for the Centralized Accounting, Payroll, and Personnel System (CAPPS) Time and Labor and employee self-service functions. Work under limited supervision with moderate to extensive latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Ensure compliance with federal and state employment laws, agency policies, and HR procedures in assigned HR-related tasks.
- Support recruitment by screening applications, coordinating interviews, administering skills assessments, posting vacancies in CAPPS Recruit, and sending non-select emails.
- Prepare and maintain personnel actions and actions, including Personnel Action Forms (PAFS), I-9 forms, and employment eligibility verification (E-Verify).
- Set up new hire personnel files and assist in processing benefits enrollment through the Employees Retirement System (ERS) of Texas system.
- Serve as the CAPPS Time and Labor subject matter expert; train new hires on CAPPS self-service functions, provide guidance, resolve timekeeping issues, and ensuring compliance with time and labor policies and procedures.
- Process verifications of employment, prior state service requests, access card applications and parking applications.
- Maintain employee personnel files and update employee data in CAPPS and the internal HR application system, ensuring accuracy and compliance.
- Conduct new hire and annual driver record checks through the Texas Department of Public Safety Contractor Driver Record Request System.
- Administer performance review reports, track completion, and maintain related documentation.
- Conduct personnel audits and prepare findings to the Human Resources Director, as assigned.
- May develop and maintain job descriptions by collecting, analyzing, and documenting essential job functions for new and existing positions.
- Notify payroll of personnel actions impacting pay, such as leave without pay or last-minute resignations.
- Assist with PUCT State Employee Charitable Campaign (SECC) events.
- Stay informed about state and federal laws impacting HR practices and recommend necessary adjustments to ensure compliance.
- Maintain the highest level of confidentiality and professionalism in all HR matters.
- 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, support to other members of the staff and team, and respond professionally to constructive feedback from others, while upholding the PUC's mission and core values.
- Adhere to all PUC personnel policies and division procedures and perform other work as assigned.

MINIMUM QUALIFICATIONSH

- Undergraduate degree from an accredited college or University.
- Two years of full-time experience performing human resources management functions with a Texas state government agency or three (3) years of full-time experience performing human resources management functions.
- Additional relevant experience may be substituted for education on a year-for-year basis.

PREFERRED QUALIFICATIONS

Human resources experience with a Texas state government agency.

Experience with the Centralized Accounting, Payroll, and Personnel System (CAPPS), including CAPPS Recruit.

Experience with the Employees Retirement System (ERS).

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, including recruitment, records management, and benefits administration.
- Knowledge of federal, state, and local employment laws, regulations, and Equal Employment Opportunity (EEO) laws.
- Knowledge of Texas state HR policies, procedures, and systems, including the Centralized Accounting and Payroll/Personnel System (CAPPS) and the Employees Retirement System (ERS).
- Skill in preparing accurate documentation, reports, and correspondence using Microsoft Office and HR information systems.
- Skill in communicating effectively, both orally and in writing.
- Strong organizational skills and attention to detail.
- Ability to establish and maintain effective working relationships with employees, supervisors, and agency leadership.
- Ability to manage multiple projects, meet tight deadlines, and adapt to a fast-paced environment.
- Ability to exercise sound judgment and discretion in handling sensitive and confidential information.
- Ability to maintain regular attendance and adhere to the approved work schedule.

WORK SCHEDULE

The PUCT operates on a standard work schedule of Monday through Friday, 8:00 a.m. to 5:00 p.m. Employees may request an alternative work schedule in accordance with the PUCT's Alternative Work Schedule Policy. Approval of such requests, including any form of telecommuting, is at management's discretion and based on the business needs of the agency and the requirements of the position.

PHYSICAL AND COGNITIVE REQUIREMENTS AND WORKING CONDITIONS

This position primarily involves sedentary office work and requires extensive use of computers, copiers, printers, and telephones. It also requires regular communication and collaboration with staff and the public. The position requires cognitive abilities to learn, recall, and apply practices and policies and the stamina to maintain attention to detail despite interruptions.

Work is performed in a standard office environment or, if approved by management under the PUCT's Alternative Work Schedule Policy, from a secure remote work location. Approval of remote work is at management's discretion based on business needs and position requirements.

The physical and cognitive demands described are representative of those that must be met by an employee to successfully perform the essential function of this position. Reasonable accommodations will be made in accordance with applicable laws.

This position requires:

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