

**PUBLIC UTILITY COMMISSION OF TEXAS
JOB DESCRIPTION**

Classified Title: Human Resources Specialist IV	Working Title: Human Resources Specialist
Class Code: 1735	Salary Group: B21
FLSA Status: Professional, Exempt	EEO Category: Professional
Division: Agency Operations	Supervisor: Human Resources Director

GENERAL DESCRIPTION

Perform highly human resources management work in the Human Resources (HR) department. Work involves providing comprehensive support across key HR functions to ensure the efficient operation of the PUCT's workforce. Assigned duties are performed under limited supervision of the Human Resources Director with moderate to extensive latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Ensure compliance with applicable state and federal laws in all HR-related activities.
- Participate in the recruitment and onboarding process, including creating job postings, screening candidates, assisting in the interview process, ensuring adherence to Commission guidelines, and assisting the HR Generalist with new employee onboarding.
- Process and maintain personnel actions, including accurate and timely completion of Personnel Action Forms (PAFS), I-9 forms, and employment eligibility check (E-Verify), and entering new hires into the internal HR Application and Centralized Accounting, Payroll, and Personnel System (CAPPS) systems.
- Enter new hire benefits election into the Employee Retirement System (ERS) and set up new hire personnel files ensuring all required documentation is collected and processed in accordance with established procedures.
- Assist with benefits-related inquiries for supported divisions, providing guidance on benefits programs, answering employee questions, and ensuring accurate updates to the Employee Retirement System (ERS) as needed.
- Serve as the CAPPS Time and Labor subject matter expert, providing guidance and support on timekeeping processes, training new hires, troubleshooting system 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 and update employee records, including personnel, benefit, and timekeeping files, ensuring accuracy in CAPPS and HR Application systems.
- Conduct new hire and annual driver record checks through the Texas Department of Public Safety Contractor Driver Record Requesting System to ensure compliance with company safety policies and regulatory requirements.
- Administer performance review reports, track completion, and maintain related documentation.
- Conduct personnel action audits and submit findings to Human Resources Director, as assigned.
- May develop and update job descriptions on all positions to include collecting and analyzing job information and documenting the essential job functions; writing and reviewing job descriptions for new and existing positions and developing and maintaining a system to keep job descriptions current.
- Inform the payroll accountant of any personnel actions that could impact payroll, such as leave without pay or last-minute resignations.
- Assist the HR Director and SECC Coordinator 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 in HR matters and any other issues affecting the agency.

- 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.

REQUIRED MINIMUM QUALIFICATIONS

- Completion of at least 12 credit hours of college-level coursework in Human Resources; and
- Two years of professional experience in Human Resources functions **or** a role involving supervisory responsibilities such as overseeing staff, managing schedules, or handling team performance.

PREFERRED QUALIFICATIONS

- Prior experience in recruitment of staff, including reviewing applications, developing interview questions, interviewing, and hiring new staff members;
- Prior experience in training and development of staff, including onboarding new employees and providing training and guidance to staff members;
- Prior experience in performance management, including preparing performance evaluations and handling employee discipline; and
- Prior experience with policy and procedures, including reviewing, updating, and implementing HR policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must possess the 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 satisfactorily.

- 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.
- Skill in establishing effective working relationships and following instructions.
- Ability to apply good judgment in the course of performing job duties.
- Ability to manage concurrent projects and meet deadlines in a fast-paced environment.
- Ability to treat sensitive information confidentially.
- Ability to attend work regularly and adhere to approved work schedule.

TELECOMMUTING ELIGIBILITY:

- This position is eligible for telecommuting up to two (2) 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, 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.
- Frequent moving and lifting objects up to 10 pounds.