

**PUBLIC UTILITY COMMISSION OF TEXAS**  
**JOB DESCRIPTION**

<b>Classified Title:</b>	Human Resources Specialist IV - V	<b>Class Code:</b>	1735, 1737
<b>Working Title:</b>	Human Resources Generalist	<b>Salary Group#:</b>	B21, B23
<b>Division:</b>	Agency Operations	<b>FLSA:</b>	Exempt
<b>Supervisor:</b>	Human Resources Director	<b>Date:</b>	08/21/23

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**GENERAL DESCRIPTION:**

Perform highly complex to advanced human resource generalist functions in the Human Resources (HR) section of the Agency Operations Division. Work involves coordinating and administering human resource program areas ensuring compliance with relevant state and federal laws and regulations. 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 adherence to applicable state and federal laws.
- Participate in the hiring process to include developing job postings, maintaining the applicant tracking system, screening, recruiting and/or reviewing the hiring process in compliance with Commission guidelines, and State and Federal laws.
- Process personnel action forms (PAFs), ensuring all information is correct and processed in a timely manner and in accordance with PAF processing procedures.
- Enter all new hires in the HR Portal, Centralized Accounting, Payroll, and Personnel System (CAPPS).and the Employee Position Number (PCN) Report.
- Process I-9 forms and perform E-Verify employment eligibility checks.
- Process verifications of employment and prior state service requests.
- Generate all personnel actions in the HR Portal system and maintain accurate employee data.
- Coordinate and oversee New Employee Orientation (NEO) to include gathering required employment documents and employee acknowledgements; communicating HR policies and procedures; and communicating employee benefits information.
- Maintain appropriate documentation for employment activities and employee benefits according to established guidelines.
- Oversee the establishment of the personnel file for new employees; ensure appropriate data is entered in CAPPS and the HR Portal; and maintain employee personnel, benefit and timekeeping files.
- Coordinate the administration of the employee benefits program to include communicating benefits information and related activities to employees during annual enrollment.
- Assist employees with benefit questions and problems; and update the Employees Retirement System (ERS) online as necessary.
- Coordinate and administer the employee performance review program.
- Enter new employee benefit elections in the ERS Online system.
- Develop and/or 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.
- Develop and maintain HR forms and employee presentations.
- Review and complete HR reports to include Employee Performance Review report, PUC Quarterly Workforce, Minority Hiring, PUC Position Report, Veterans Report and other reports. Ensure compliance with submission deadlines.

- Conduct HR audits and submit findings to Human Resources Director, as assigned.
- Serve as the agency HR/Payroll CAPPs subject matter expert.
- Serve as the parking and access card coordinator.
- Oversee records retention in accordance with State Library retention requirements.
- Notify the payroll accountant of any personnel action issues that may affect payroll (i.e. leave without pay and last minute resignations).
- May extend offers of employment.
- May assist the Talent Acquisition Specialist in the agency recruiting process.
- Keep abreast of state and federal laws that affect HR and make recommendations as appropriate.
- 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:**

- Human Resources Specialist IV: Undergraduate degree from an accredited college or University **and** a minimum of three (3) years' experience in human resources management functions.
- Human Resources Specialist V: Undergraduate degree from an accredited college or University **and** four (4) years' experience in human resources management functions.
- Additional relevant experience may be substituted for education on a year-for-year basis.

**PREFERRED QUALIFICATIONS:**

- Previous human resources experience with a Texas state government agency.
- Experience with the Centralized Accounting, Payroll, and Personnel System (CAPPs).
- Experience with the CAPPs Recruit system.
- Experience with the Employees Retirement System (ERS).

**KNOWLEDGE, SKILLS AND ABILITIES:**

- 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 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, 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.