

TEXAS STATE SOIL AND WATER CONSERVATION BOARD

JOB POSTING

POSITION TITLE:	Human Resources and Payroll Coordinator
CLASSIFICATION:	Human Resources Specialist III
STATE CLASSIFICATION CODE:	1733/B18
HEADQUARTERS:	Temple, TX
STARTING ANNUAL SALARY RANGE:	\$39,521 - \$51,985.00
TRAVEL REQUIREMENTS:	Statewide, as needed

This position reports to: Operating and Fiscal Officer

GENERAL DESCRIPTION

Perform complex (journey-level) Human Resources (HR) management work and moderately complex (journey-level) payroll processing work. Work involves administering a human resource management program (recruitment and selection, compensation, classification, employee relations, leave and benefits, worker's compensation, or organizational development). Processing payrolls and preparing and maintaining payroll and leave records and reports. Additional duties include assisting in the transition from Uniform Statewide Payroll/Personnel System (USPS) to Centralized Accounting and Payroll/Personnel System (CAPPS). May train others. Work under general supervision with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Provides advise and counsel to employees and management on issues, rules, and policies related to human resources management, which may include handling complex issues and answering complex questions.

Assists in recruiting, screening, and interviewing applicants; evaluating their qualifications; and referring qualified applicants to the appropriate hiring manager.

Conducts Criminal Background Checks for prospective new hires, interns, and volunteers through Texas Department of Public Safety (DPS).

Conducts new hire orientation and processes orientation paperwork.

Responsible for updating EEO/Affirmative Action Plan on an annual basis; updating agency Annual Report, Semi-Annual Report and Workforce Plan. Responsible for other state required quarterly and annual HR related Reports.

Effectively coordinates all employee benefits programs, ensuring enrollment procedures are completed in a timely fashion.

Maintains and reviews human resources automated systems, files, and records.

Processes and reviews employee payrolls in compliance with applicable regulations, policies, and procedures.

Maintains appropriate payroll processing controls and assists with setups of deductions, garnishments, voluntary deductions, termination, Employee's Withholding Allowance Certificates (W-4s), and direct deposits, including returned monies and payment cancellations.

Prepares, logs, and reconciles agency payroll and relevant changes, including lump sum payments ensuring that appropriate records are maintained, and payroll reports are submitted in an accurate and timely manner.

Processes, reviews, and enters completed personnel actions into USPS or CAPPs.

Prepares reports such as Internal Revenue Service (IRS) Form W-2, Wage and Tax Statement; the Employer's Quarterly Federal Tax Return (IRS Form 941); and unemployment wages for submission to various state and federal agencies.

Answers questions and resolves issues related to payroll matters and tax issues.

Enters, updates, processes, and retrieves information from various automated, human resources, and/or payroll systems such as USPS and CAPPs.

Compiles, audits, maintains, and reconciles employee leave records, such as extended sick leave, vacation accruals, and other available leave balances; and may assist with providing annual and/or monthly leave balance reports to employees.

Assist in all activities related to upcoming conversion from USPS to CAPPs. Will train, coordinate, implement CAPPs policies and procedures.

Coordinates the proper maintenance of H.R. and payroll related policies and procedures in order to adhere to State and Federal guidelines and Labor Laws.

Conduct, or coordinate and track agency-wide mandatory trainings as needed for items including, but not limited, EEO Training, Ethics Training, Human Trafficking, Fraud Training, Defensive Driving Training, and other trainings as needed. Maintaining training databases for accuracy, updating the intranet, and submitting CAPPs requisitions for HR.

Serves as agency Safety Officer-Responsible for sending required information to Additional Duty Safety Officers (ADSO's) at the Regional Offices. Ensure workplace posters are accurate and up to date in all office sites.

May develop and maintain internal controls to ensure proper deductions and distribution of money collected for deferred compensation, flexible benefit programs, child support programs, Internal Revenue Service levies, and other deductions.

May organize the State Employee Charitable Campaign (SECC) and serve as the Agency Ambassador.

Performs other duties as assigned.

GENERAL QUALIFICATION REQUIREMENTS

EXPERIENCE AND EDUCATION

Experience in human resource management and payroll processing work. Graduation from an accredited four-year college or university with major course work in human resources management, business, accounting, or related field is generally preferred. Experience and education may be substituted for one another. Work experience utilizing Centralized Accounting and Payroll/Personnel System (CAPPS) and Uniform Statewide Payroll/Personnel System (USPS) is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of current state and federal laws and regulations and of the principles and practices relevant to human resources management; knowledge of the Family Medical Leave Act, Health Insurance Portability and Accountability Act and Privacy Law and Consolidated Omnibus Budget Reconciliation Act; working knowledge of state leave laws regarding Extended Sick Leave, Sick Leave Pool, Parental Leave and Leave without Pay; Knowledge of state governmental accounting, generally accepted accounting principles and procedures, office practices and governmental regulations applying to payroll records, state and federal payroll rules, regulations, and laws. Skill in oral and written communication, in conducting interviews, in operating a personal computer with word processing, database, spreadsheet and presentation software; ability to compile and analyze data and generate reports; ability to create original training curricula and present information in group settings.

Ability to maintain confidential and sensitive information. Ability to explain policies and procedures to staff and the public. Ability to establish and maintain effective working relationships with applicants, employees, and the public; and to communicate effectively. Must be able to safely and legally operate a motor vehicle. May travel occasionally overnight. Must be able to safely accomplish moderate lifting (up to 30 lbs.)

REGISTRATION, CERTIFICATION, OR LICENSURE

Must have or obtain a valid Driver's License.

APPLICATION PROCESS

A completed, signed State of Texas application for Employment is required for this position. Mail an original application to the address below. Resumes may be submitted but will not be accepted in lieu of the application. A State of Texas application for Employment may also be completed on the WorkInTexas website at <http://www.workintexas.com>.

For additional information, visit our website at <http://www.tsswcb.texas.gov> or contact:

Human Resource Department
Texas State Soil and Water Conservation Board
1497 Country View Lane
Temple, TX 76504-8806

Veteran's Preference

Veterans or members of the Reserve or National Guard with an MOS or additional duties that fall in the fields of 42A, PS, 0147, 3F0X1, 3F4X1 or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications. Additional Military Crosswalk information can be accessed at: https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_HumanResources.pdf

Selection Information

Criminal background checks maintained by the Texas Department of Public Safety (DPS) will be conducted before an offer of employment is extended. Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the TSSWCB.

At the time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. All males who are age 18 through 25 and are required to register with the Selective Service may be asked to present proof of registration or exemption from registration upon hire.

TSSWCB participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

The Texas State Soil and Water Conservation Board is an equal opportunity employer and does not discriminate against job applicants or employees on the basis of race, color, national origin, sex, religion, age, or disability. In compliance with the Americans with Disabilities Act (ADA), if you require reasonable accommodation in the interview and selection process, please call the agency's ADA Coordinator at (254)773-2250x227.