

JOB ANNOUNCEMENT

Job Posting Number: #17-01
Job Title: Staff Services Officer III
Opening Date: September 13, 2016
Closing Date: 5:00 p.m. (CDT) on September 28, 2016
Annual Salary: \$42,244 - \$68,960¹
Work Location: 914 East Anderson Lane, Austin, Texas 78752
Work Hours: 8:00 a.m. – 5:00 p.m. Monday-Friday

GENERAL DESCRIPTION

Performs complex staff services work. Work involves planning, directing, and coordinating several staff services functions such as: human resources/personnel, purchasing and procurement work, records management, and material and property management. Performs routine and (journey-level) purchasing and procurement work. Work involves purchasing and procuring commodities, equipment, and services using guidelines, rules, policies, and laws. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

MILITARY OCCUPATIONAL SPECIALTY CODES

Veterans, Reservists or Guardsmen with a Military Occupational Specialty or additional duties that fall in the fields of 36B, 42A, 88N, YN, 360, 0111, 8A200 may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at:

http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_AdministrativeSupport.pdf

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, directs, and coordinates several staff services functions such as human resources, purchasing, records management, and property management.
- Performs human resource-related functions and acts as the agency's wellness coordinator. Performs or oversees the input of personnel information, salary levels and leave accounting.
- Prepares and reviews operational and special reports including but not limited to the following reports: IRS Form 941(Quarterly), FTE Report (Comptroller) (Quarterly), Veteran Workforce Report (Comptroller) (Quarterly), and Multiple Worksite Report (Bureau of Labor) (Quarterly).
- Assists the Assistant Commissioner and General Counsel develop new policies and procedures, as required by the Legislature or when warranted. Supports the Assistant Commissioner and General Counsel with the annual review of the agency's existing policies and procedures Ensures compliance with applicable human resources/employment laws, rules, and regulations.

¹ Commensurate with qualifications and experience.

- Prepares, reviews and tracks all procurement requests for the Department in accordance with all State and agency requirements. Prepares and distributes bid invitations to vendors. Reviews and tabulates bids and orders to determine lowest and best bids or bids that provide best value. Monitors legal and regulatory requirements pertaining to purchasing and procurement. Examines invoices and checks for accuracy, receipt of material, and compliance with purchase orders. Processes receipts of purchases. Prepares various procurement reports, including the input of inventory transactions/records into the State Property Accounting System.
- Assigns inventory numbers to items, and monitors inventory and stock control records following loss prevention and agency guidelines. Conducts or oversees inventory of stock or merchandise and prepares or reviews inventory control records and reports.
- Performs certain bookkeeping functions. Perform all duties necessary to the proper documentation and receipt of credit union Operating Fees. Acts as Security Coordinator for the Comptroller's secure systems (USAS/USPS/SPA). Acts as back up for the agency's accountant as needed.
- Reviews all insurance policies and responds to requests for information from and completes reports for the State Office of Risk Management. Reviews and files all insurance claims.
- Performs facilities management functions. Puts in work order requests related to the building, completes facilities reports, monitors the Card Entry System and the Security System/Fire Alarm System.
- Performs records management functions. Maintains, coordinates, and implements the Department's approved records retention schedule and reporting.
- Performs related work as assigned.

REQUIREMENTS

Experience and Education

Experience in office management, human resource administration, administrative or managerial responsibilities, and procurement of goods and services. Graduation from an accredited four-year college or university with major course work in human resources, public or business administration, or a related field is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills and Abilities

1. Knowledge of federal and state employment/personnel laws and regulations.
2. Knowledge of state procurement procedures and of the principles of business administration and accounting.
3. Skill in problem solving and in the use of a computer, Microsoft Word, Excel and Outlook.
4. Ability to communicate effectively and to handle high level administrative issues.
5. Skill in meeting deadlines.
6. Ability to maintain strict confidentiality.

HOW TO APPLY

Submit a State of Texas application via mail or in person to: Credit Union Department, 914 East Anderson Lane, Austin, Texas 78752; via fax to 512-832-0278; via email to CUDMail@tud.texas.gov; or via WorkinTexas.com. Application must include a complete work history. Resumes submitted without a State of Texas application will not be considered.

The State of Texas applications may be downloaded from the Texas Workforce Commission's web site: <http://www.twc.state.tx.us/jobseekers/state-texas-application-employment#applicationFormForDownload>.

Only those candidates selected for an interview will be contacted. Candidates selected will be required to sign a release authorizing the Department to obtain information regarding the candidate's credit history, police and criminal history information, and education information.

Employment testing is required for candidates selected to be interviewed. If contacted for an interview, candidates will be notified regarding details of the testing procedures.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Department is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, veteran status, age or disability in employment or the provision of services. In compliance with the Americans with Disabilities Act (ADA), the Department will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact the Department at 512-837-9236. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.

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