

JOB DESCRIPTION

TITLE: Staff Services Officer III
AGENCY: Credit Union Department - State of Texas
CLASS NUMBER: 1552
SALARY GROUP: B19
REVISED: September 8, 2016
REPORTS TO: Director of Information and Technology

OVERVIEW

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.

MAJOR DUTIES AND RESPONSIBILITIES

1. Plans, directs, and coordinates several staff services functions such as human resources, purchasing, records management, and property management.
2. 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.
3. 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).
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.

9. 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.
10. Performs records management functions. Maintains, coordinates, and implements the Department's approved records retention schedule and reporting.
11. Performs related work as assigned.

SUPERVISION RECEIVED

Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

GENERAL QUALIFICATION REQUIREMENTS

Education:

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.

Experience, Knowledge, Skills, and Abilities:

1. One year of experience in office management, human resource administration, administrative or managerial responsibilities, and procurement of goods and services.
2. Knowledge of federal and state employment/personnel laws and regulations.
3. Knowledge of state procurement procedures and of the principles of business administration and accounting.
4. Skill in problem solving and in the use of a computer, Microsoft Word, Excel and Outlook.
5. Ability to communicate effectively and to handle high level administrative issues.
6. Skill in meeting deadlines.
7. Ability to maintain strict confidentiality.

PREFERRED QUALIFICATIONS:

1. Two years of experience in State of Texas procurement.
2. Experience in basic accounting.
3. Experience with USAS, USPS, CAPPS and SharePoint.
4. Two years of experience at a Texas state agency in office management, business administration, or human resource administration.