

JOB DESCRIPTION

TITLE: Staff Services Officer III or IV*
AGENCY: Credit Union Department - State of Texas
CLASS NUMBER: 1552 or 1553*
SALARY GROUP: B19 or B21*
REVISED: December 9, 2022
REPORTS TO: General Counsel

**Title, class number and salary group will be based on experience of applicant hired for the position.*

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, , management. Performs routine and (senior-level) purchasing and procurement work. Work involves purchasing and procuring commodities, equipment, and services using guidelines, rules, policies, and laws. Reports to the Department's General Counsel and works under limited supervision, with a moderate degree of latitude for the use of initiative and independent judgment.

MAJOR DUTIES AND RESPONSIBILITIES

1. Plans, directs, coordinates and/or performs complex staff services functions such as human resources, purchasing, ., and assists with records management as needed.
2. Performs human resource-related functions and acts as the agency's wellness coordinator and the State Employees Charitable Campaign Ambassador. Performs and oversees various human resources programs to include benefits, leave/timekeeping, workers' compensation claims, new hire orientation, data management, and organizational development.
3. Oversees the maintenance of the Centralized Accounting and Payroll/Personnel System (CAPPS) and other HR automated systems and records, and the analysis of HR data, reports, and reporting procedures.
4. Plans and coordinates special and administrative assignments and programs.
5. 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), Multiple Worksite Report (Bureau of Labor) (Quarterly), and Current Employment Statistic (Bureau of Labor) (Monthly).
6. Assists agency management with the development of new policies and procedures, as required by the Legislature or when warranted. Supports assigned management staff with the annual review of the agency's existing policies and procedures Ensures compliance with applicable human resources/employment laws, rules, and regulations. May analyze internal processes and recommend and implement procedural or policy changes to improve operations.
7. Advises management regarding policy and procedure questions on new or existing employees, promotions, demotions, merit increases, disciplinary actions, transfers and discharge of employees.
8. 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.
9. Performs certain bookkeeping functions. Perform all duties necessary to the proper documentation and receipt of credit union Operating Fees. Acts as Security Coordinator backup for the Comptroller's secure systems (CAPPS/USAS/USPS/SPA). Acts as back up for the agency's accountant as needed.
10. Back up to some facilities management functions, including submitting work order requests related to the building.

11. Performs a variety of related duties, not listed, determined and assigned, as needed.

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. Prefer Certified Texas Contract Developer or Certified Contract Manager.
3. Experience in basic accounting.
4. Experience with CAPPS, USAS, USPS, and SharePoint.
5. Two years of experience at a Texas state agency in office management, business administration, or human resource administration.