

## **JOB ANNOUNCEMENT**

**Job Posting Number:** #25-03  
**Job Title:** Staff Services Officer III or IV  
**Opening Date:** November 7, 2024  
**Closing Date:** 5:00 p.m. (CDT) on December 31, 2024  
**Annual Salary:** \$48,244 - \$81,351<sup>1</sup>  
**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 senior-level purchasing and procurement work. Work involves purchasing and procuring commodities, equipment, and services using guidelines, rules, policies, and laws. Works under limited supervision, with a moderate degree of 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 88N, 90A, 91A, 920, YN, 3M0X1, 2G0X1, and 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.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Plans, directs, and coordinates and/or performs complex staff services functions, including human resources, purchasing, records management, and property management.

Performs or oversees the input of personnel information, salary levels and leave accounting into the proper state system(s).

Analyzes internal processes and recommends and implements procedural or policy changes to improve their area of operations.

Advises management regarding policy and procedure questions on new and existing employees, promotion, demotions, merit increases, disciplinary actions, transfer and discharge of employees.

Prepares and reviews operational and special reports.

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<sup>1</sup> Commensurate with qualifications and experience.

Prepares, reviews and tracks all procurement requests for the Department in accordance with all State and agency requirements. Performs certain bookkeeping functions.

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 related work as assigned.

## **REQUIREMENTS**

### **Experience and Education**

One (1) year of 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. Prefer Certified Texas Contract Developer or Certified Contract Manager.  
(can obtain after employment)
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.

## **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](mailto: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.