

Job Vacancy Notice

Listing Number: BON 19-10
Starting Wage: Between \$4,000 and \$5,500/Month

Posting Date: March 19, 2019
Closing Date: Untilled Filled

Texas Board of Nursing
333 Guadalupe, Suite 3-460
Austin, Texas 78701
(512)305-6801

POSITION TITLE: Human Resource Specialist IV

CLASSIFICATION NUMBER: 1735
GROUP: B20

WORK LOCATION ADDRESS: 333 Guadalupe, Suite 3-460 Austin, Texas 78701

PERSON TO CONTACT: Mark Majek

DESCRIPTION OF DUTIES: Directs and administers the human resource program for the Texas Board of Nursing. Will oversee all aspects of human resources in compliance with state and federal laws and regulations. Will work in an HR generalist role that serves as a consultant to agency management in all areas of human resources. Serves as coordinator for employment and recruitment, employee benefits, ADA coordinator, workers compensation coordinator, equal employment opportunity officer, and employee assistance program coordinator. Provides hands-on administration of all human resources functions. Reports to the agency's Executive Director and works under minimal supervision with extensive latitude for the use of initiative and independent judgment. See attached job description for further details.

GENERAL QUALIFICATION REQUIREMENTS:

Experience: Minimum of 3 years senior-level human resource experience. Experience with a Texas state agency preferred.

Education: Graduation from an accredited four-year college or university with major course work in human resources. Master's Degree in Human Resources, Business or related field preferred. Certification as a Professional in Human Resources (PHR) or Society for Human Resource Management-Certified Professional (SHRM-CP) preferred.

Personal: Excellent communication skills, capable of independent work and the ability to make decisions required.

Military Occupational Codes: Army: 42B, 42H, 70F Navy: 120X Coast Guard: 10, 11, HRM10 Marines: 4802 Air Force: 8R300

Go to agency website at www.bon.texas.gov for the job description and State of Texas application. May apply through the Texas Workforce Commission – Work in Texas or mail a paper application to the address listed above. Selected applicants will be notified as to further instructions regarding interviews. **If you need an accommodation(s), please contact Mark Majek at (512)305-6801 (Voice), (512)305-7401 (FAX).**

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