

State Office of Risk Management

Job Announcement

State Office of Risk Management

POSTING NUMBER: 00043942

JOB TITLE: Staff Services Officer II

MONTHLY SALARY: \$4,600.00

POSTING DATE: July 23, 2019

LOCATION: 300 West 15th Street, 6th Floor, Austin, TX 78701

WORKING TITLE: Talent Coordinator

DURATION: Until Filled

GENERAL DESCRIPTION

The State Office of Risk Management is looking for a passionate and talented human resource professional to serve as the agency's talent coordinator. As the talent coordinator, this person will collaborate with management to support all recruiting, onboarding, and training for all agency staff. Responsibilities include participating in interviews, conducting new employee orientation, and coordinating external training. Work also involves planning, coordinating, and developing a model Return-to-Work program and serving as the Statewide Return-to-Work Coordinator. The talent coordinator reports directly to the Director of Talent Management. This person may supervise the work of others.

ESSENTIAL JOB FUNCTIONS

Supports Talent Management initiatives including: workforce planning, recruiting, onboarding, leadership training and development, performance management, employee engagement, people management, succession planning, and employee exit

Recruits new employees by writing job descriptions, reviewing resumes and applications, scheduling interviews, and attending job fairs

Assists in the development of the agency's human resource policies and procedures

Facilitates employee engagement and agency culture

Oversees the facilitation and content of new employee orientation and onboarding activities

Assists management in developing the 360 Feedback Evaluation process.

Assists management in building succession plans

Plays a key role in the establishment of an appreciation initiative

Contributes to and helps implement plans to engage employees

Identify and implement improvement strategies and best practices

Design, create, and develop formal and informal learning solutions to meet the Office needs; analyze and select the most appropriate strategy, methodologies, and technologies to maximize the learning experience and impact

Develops the criteria for a variety of technical, training, research, planning, policy, program assessment, and administrative activities of return-to-work program

Performs an array of technical, training, research, planning, policy, program assessment, and administrative activities for return-to-work program

Support the development of program policies, procedures, manuals, and standards and plans program activities in accordance with the return-to-work program objective and goals

Develop curriculum for BFOE, ADA, FMLA, modified duty temporary, disability accommodations, and empathy

Develops action plans to assist state agencies with the development of their return to work plan and monitors the effectiveness of those plans

Serves as a liaison to staff, government agencies, community organizations, or the general public to explain and provide technical assistance on return-to-work program special requirements

Serves as backup to the Director of Talent Management

May plan and conduct workshops and/or training programs

May supervises the work of others

Performs related work as assigned

Maintains relevant knowledge necessary to perform essential job functions

Attends work regularly in compliance with agreed-upon work schedule

Ensures security and confidentiality of sensitive and/or protected information

Complies with all agency policies and procedures, including those pertaining to ethics and integrity

MINIMUM QUALIFICATIONS

Education: Graduation from high school or equivalent

Two-year experience in human resources operations

Experience in training or education

Knowledge of CAPPS system

Knowledge of Texas Workers' Compensation law and claims administration

Skill in working effectively with diverse customers

Skill in long-range and short-range planning

Skill in gathering and analyzing accurate and relevant information

Skill in handling multiple tasks, prioritizing, and meeting deadlines

Skill in effective oral and written communication [Writing sample required at time of application and administered at the time of interview]

Skill in exercising sound judgment and effective decision making

Ability to maintain the highest confidentiality

Ability to coordinate multiple projects simultaneously

Ability to main effective working relationships within and outside of the agency

Ability to obtain and maintain an adjuster's license

Ability to receive and respond positively to constructive feedback

Ability to work cooperatively with others in a professional office environment

Ability to provide excellent customer service

Ability to arrange for personal transportation for business-related travel

Ability to work more than 40 hours as needed and in compliance with the FLSA

Ability to lift and relocate 30 lbs.

Ability to travel (including overnight travel) up to 5%

PREFERRED QUALIFICATIONS

Graduation from an accredited four-year college or university with major course work in human resources management, business or public administration, organizational development, or related field

Five-year experience in human resources operations

Two-year experience in workers' compensation

Two-year experience in training or education

Experience with the State of Texas

Experience in CAPPS system

Certified Professional in Human Resources (PHR), Society for Human Resources Management Certified Professional (SHRM-CP), or other human resources-related certification

TO APPLY

All applications for employment with the State Office of Risk Management must be submitted electronically through www.WorkInTexas.com. A State of Texas application in WorkInTexas (WIT) must be completed to be considered **OR** Submit a State of Texas Application for Employment to: Attn: Linda Griffin, State Office of Risk Management, P.O. Box 13777, Austin, TX 78711-3777. Military Crosswalk information can be accessed at http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf.

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