



**TEXAS HOUSE OF REPRESENTATIVES**  
**INTERNAL AND EXTERNAL JOB POSTING**  
**MANAGER – HUMAN RESOURCES**

**SUMMARY:** Performs highly advanced managerial work providing direction and guidance in strategic operations and planning for the House Business Office, human resources department. Directs and oversees human resource activities for the agency to include development of policy, planning, personnel administration, employment and recruitment, compensation management, and employee benefits and services. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

**ESSENTIAL JOB DUTIES:**

- Directs, develops, and oversees all activities related to the management of human resources for the agency.
- Manages staff in the Payroll/Personnel Department. Provides direction and guidance, trains, hires, schedules work, approves leave, and creates positive climate to encourage excellence in customer service.
- Interprets agency human resources policies and procedures and ensures alignment with state and federal laws, rules, and regulations.
- Oversees the continuous improvement of services, policies, and procedures and assists with the successful adoption and implementation of the *House Personnel Manual of Policies and Procedures*. Communicates policies, procedures, and information to House members and employees. Provides consultation to executive management and agency managers regarding workforce development and issue mitigation.
- Oversees the security and maintenance of personnel data in the Employees Retirement System and the Centralized Accounting and Payroll/Personnel System (CAPPS).
- Directs staff in the maintenance of employee records in accordance with both state and agency records retention schedules and serves as the agency's records manager.
- Oversees the coordination of reasonable accommodations under the Americans with Disabilities Act and serves as the agency's ADA coordinator.
- Oversees mandatory reporting to oversight organizations such as the State Office of Risk Management, State Auditor's Office, Comptroller of Public Accounts, Texas Workforce Commission, and Texas Veterans Commission. Reviews and approves reports to ensure they are provided within designated timeframes.
- Performs other related work as assigned and reports directly to the Executive Director of the House Business Office.

**EDUCATION & EXPERIENCE:** Bachelor's degree from an accredited college or university plus ten (10) years' experience in human resources, including five (5) years of management or supervisory experience. Human Resource management certificate or equivalent preferred.

**KNOWLEDGE, SKILLS & ABILITIES:** Knowledge of office practices, administrative procedures, and business grammar, syntax, and spelling. Ability to prepare and maintain records, files, and reports. Ability to maintain a prominent level of integrity and strict confidentiality. Ability to multitask and demonstrate strong attention to detail. Capability to be positive and personable with strong interpersonal skills. Ability to demonstrate teamwork, dependability, adaptability, and critical thinking skills. General knowledge of state government policies and procedures preferred. Applicant must be able to communicate effectively and professionally with House members, employees, and the public. Must be able to meet strict deadlines. Must have flexibility to work extended hours and weekends as required. Must adhere to departmental dress code and demonstrate the ability to follow all policies and procedures as set forth in the *House Personnel Manual of Policies and Procedures*.

**GENERAL SALARY INFORMATION:**

SALARY RANGE: Salary Group B27  
Salary will be determined based on experience and qualifications.

OPENING DATE: August 1, 2023

CLOSING DATE: Until Filled

APPLY TO: Texas House of Representatives

To be considered as an applicant for this position, one must complete a Texas House of Representatives application. Applications may be found at: <https://house.texas.gov/resources/employment/>.

Employment application and resume may be mailed to:  
Texas House of Representatives HBO Executive Director  
PO Box 2910  
Austin, Texas 78768

Employment application and resume may be emailed to:  
[hboexecutivedirector@house.texas.gov](mailto:hboexecutivedirector@house.texas.gov)

Please Note: Only applicants scheduled for an interview will be contacted. The Texas House of Representatives is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provisions of services. In compliance with the Americans with Disabilities Act, if you require reasonable accommodations during the application process, please call (512) 463-0865.