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Job title: Attorney III/IV
Human Resources Attorney
Posting: 0308-25
Opening Date: March 27, 2025
Closing Date: Until filled

Location: EOT Building 920 Colorado Street, Austin, TX 78701
Yearly Salary: B26/28- \$94,500-\$101,430/\$102,396- \$120,000
Division: HROS/Human Resources & Organization Support

Job Description

The Human Resources Attorney is selected by and responsible to the Director of Human Resources and Organization Support and performs highly complex/advanced legal and human resources management work supporting the Human Resources Division. The Human Resources Attorney provides legal counsel; prepares, reviews and revises employment-related documentation; interprets employment laws, rules and regulations; conducts internal investigations; and reviews policy and agency practice to ensure compliance with state and federal law. The Human Resources Attorney will also assist in the administration of human resources programs, such as policy development, recruitment, hiring, performance management, leave, employee engagement and training. Work is performed under limited/minimal supervision with considerable latitude for exercising initiative and independent judgment. The Human Resources Attorney performs other duties as assigned and required to maintain division operations.

Essential Duties

- Provides guidance and counsel to agency staff regarding legal matters and the interpretation and application of employment laws, regulations and department policies and procedures. Serves as a mentor and consultant to management staff regarding Human Resources matters and the achievement of program objectives with problem prevention and resolution, policy implementation and administration, and procedural issues.
- Develops, reviews, revises, and establishes personnel policies, procedures and processes.
- Researches and prepares legal opinions, proposals and/or reports and provides guidance on employment related statutes, rules and opinions.
- Serves as the Americans with Disabilities (ADA) Coordinator for agency employees and job applicants to ensure compliance with applicable state and federal statutes, regulations and rules so employees and applicants are offered reasonable accommodations when carrying out the essential functions of their duties or participating in the hiring process.
- Conducts investigations of employee-related complaints and discrimination and/or sexual harassment allegations and prepares reports of findings.
- Represents the agency in personnel-related matters before the Texas Workforce Commission, Texas Workforce Commission – Civil Rights Division, Equal Employment Opportunity Commission, the Texas Ethics Commission and the Department of Labor.
- Serves as a liaison to outside counsel in pending employment-related litigation including the preparation of witnesses, records and documents, researching and analyzing legal issues, preparing legal memoranda, reviewing evidence and preparing discovery responses and affidavits in support of litigation.
- Collaborates in the development, preparation, implementation, analysis and/or monitoring of the agency's strategic plan, recruitment plan and workforce plan.
- Plans, develops, and implements in-house training relating to employment laws, and agency personnel policies, procedures and processes. Supports the Human Resources' employee engagement and development initiatives and assists in the development and promotion of agency training activities.
- Analyzes statistical data and reports to identify and develop recommendations for improvement of the agency's personnel policies, procedures and practices.
- Participates in analyzing and implementing legislation and legislative changes in areas that may impact agency operations or are personnel related.
- Prepares and/or reviews contracts, memoranda, briefs, rules, policies, guidelines, procedures, pleadings, letters, reports, statistics and other materials as assigned.
- Reviews and assists in responses to open records requests through the Texas Public Information Act.
- Participates in internal and external audits of and related to the Human Resources and Organization Support Division.
- Maintains strict confidentiality with information related to personnel matters.
- Complies with division and/or agency training requirements.

- Keeps management appropriately informed of ongoing activity and critical matters affecting the operation and well-being of the agency.
- Demonstrates a spirit of teamwork, offering positive and constructive ideas, encouragement and support to other members of the staff and team, while upholding the agency's core values.
- Adheres to all Texas Department of Licensing and Regulation Personnel Policies and performs related work as assigned.

Minimum Requirements

Graduation from an accredited law school with a L.L.B. or J.D. degree. Member in good standing with the State Bar of Texas. Experience with the Americans with Disabilities Act Amendments Act (ADAAA), Fair Labor Standards Act (FLSA), Family Medical Leave Act (FMLA), Age Discrimination in Employment Act, Title VII, Texas Public Information Act (TPIA), Texas Unemployment Compensation Act strongly preferred. Experience working in a Texas state agency preferred. Experience requirements may run concurrently. Must possess a valid class C driver's license, proof of auto liability insurance, and an acceptable driving record from the Department of Public Safety.

Attorney III:

Two (2) years' experience in labor and employment law.

Attorney IV:

Four (4) years' experience in labor and employment law.

Military Occupation Specialty Code:

Army 27A, Navy 250X, Coast Guard LG10, Air Force 51X or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. **Additional Military Crosswalk information can be accessed at:** [Military Crosswalk for Occupational Category - Legal](#)

Remarks

The successful candidate will have: Knowledge of legal principles, practices, and proceedings; of laws, regulations, and rules related to the agency; and, of employment-related state and federal statutes and rules. Knowledge of the principles and employee relations; and of federal, state, and local laws and regulations governing personnel activities. Skill in legal research, writing and analysis; in task management and in planning, organizing and prioritizing work assignments to manage a high-volume workload in a fast-paced and changing environment. Skill in using reasoning and logic; in identifying and solving complex problems; and in using judgment to identify a course of action. Skill in resolving conflict; in mediation and negotiations; in explaining complex matters in plain talk; and, in providing presentations. Skill in the use of computers and applicable software including Word, Excel, PowerPoint, Outlook and internet; and, in a case management system. Skill in the use of standard office equipment. Ability to interpret complex statutes and regulations; to evaluate complex personnel situations; and to make recommendations to solve identified problems based on sound legal judgment. Ability to plan, prioritize and organize work; to interpret and apply laws; and, to communicate effectively both orally and in writing. Ability to prepare/deliver legal documents, opinions, briefs, reports and presentations; to research and summarize findings; and, to use legal reference materials. Ability to explain policies and procedures to staff and the public; to maintain confidential and sensitive information; to develop and analyze human resources policies, procedures and processes; and, to establish and maintain effective working relationships.

How to Apply

Applications may be downloaded through TDLR's website <https://www.tdlr.texas.gov/employ.htm>. Only Email or fax applications accepted. Email human.resources@tdlr.texas.gov or fax 512.475.3377. Incomplete applications will not be considered. A resume in lieu of application will be rejected. Additionally, an application with "see resume" within the summary of experience is considered incomplete and will be rejected. Cover letter is optional. Submit a copy of degree if in lieu of experience/skills requirement. To receive Military Employment Preference for any position, submit a copy of the DD214 or DD1300 with application.

This job is not covered by the Fair Labor Standards Act (FLSA).
AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

TDLR provides a total compensation package that enables us to attract, motivate, and retain highly skilled and talented employees, including a merit system, full use of salary ranges, performance awards, retention and recruitment bonuses. TDLR participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation during the hiring and selection process for individuals with a disability. If you need assistance completing the application, contact TDLR Human Resources at 512-463-7184. If you are contacted for an interview and need accommodation.