



Working title: HR Selections Specialist

Class title: Human Resources Specialist III-IV

Posting No.: 0412-26

Opening Date: 04/15/2026

Closing Date: Open Until Filled

Location: EOT Bldg., 920 Colorado St., Austin, TX 78701

Class Code: 1733/1735

FLSA: Administrative-Exempt

Salary Group: B20, \$51,158.04 - \$74,000.04/yr.; B22, \$57,614.04 - \$74,000.04/yr.

Division: Agency Operations & Outreach

Number of positions: 1

General Description

Human Resources Specialist III

Performs complex (journey-level) human resources management work, assisting divisions with the job posting, screening, and interviewing of applicants for job vacancies, and other expanded HR duties associated with the legislative transfer of state programs to the Texas Department of Licensing and Regulation. Performs work in a team environment with responsibilities involving, classification, compensation, job descriptions, selections, new employee orientation, and performance management. Monitors agency compliance with selection policies and procedures and provides guidance and consultation to hiring authorities to ensure alignment with federal, state, and agency requirements. Maintains the agency applicant tracking process, including all employment applications received by the agency. Works under general supervision with moderate latitude for the use of initiative and independent judgment. This position reports to the Human Resources Division Director. This is a hybrid position. 3 days in office and 2 days working from home.

Human Resources Specialist IV

Performs highly complex (senior-level) human resources management work, assisting divisions with the job posting, screening, and interviewing of applicants for job vacancies, and other expanded HR duties associated with the legislative transfer of state programs to the Texas Department of Licensing and Regulation. Performs work in a team environment with responsibilities involving, classification, compensation, job descriptions, selections, new employee orientation, and performance management. Monitors agency compliance with selection policies and procedures and provides guidance and consultation to hiring authorities to ensure alignment with federal, state, and agency requirements. Maintains the agency applicant tracking process, including all employment applications received by the agency. Works under limited supervision with moderate latitude for the use of initiative and independent judgment. This position reports to the Human Resources Division Director. This is a hybrid position. 3 days in office and 2 days working from home.

Essential Job Functions

Human Resources Specialist III

- The HR Selections Specialist is responsible for assisting divisions with the job posting, screening, and interviewing of applicants for job openings. Keeps the director and Selections Coordinator informed of issues and problems, their causes, and possible resolutions for hiring/selection processes and procedures.
- Serves as an internal consultant, providing interpretation and assistance to all levels of management on matters relating to the selection process; including federal, state, and agency compliance requirements.
- Reviews job posting requests for conformity with agency standards; reviews job descriptions for proper classification and for minimum and preferred qualifications.
- Advises and makes recommendations regarding development or revision of position descriptions.
- Prepares and posts agency job postings and ensures compliance with all federal and state mandated job posting/notification requirements.
- Reviews screening matrices, interview questions, any applicable tests, hiring recommendation packets for selection, and advises management regarding any other relevant documentation or practice to ensure conformance with agency selection procedures.
- May train new supervisors and their designees on the applicant screening process and on conducting interviews.
- Maintains the agency applicant tracking process, including all employment applications received by the agency.
- Coordinates new hire criminal background checks with Enforcement Division for applicants recommended for employment with TDLR.
- Prepares new hire recommendations, ensuring conformance with agency procedures and practice and makes recommendations to the Human Resources Division Director.

- Assists with completing I-9 and E-Verify reviews for all new hires by legal deadline.
- Assists with temporary employee services requests with agency vendors.
- May assist with conducting new employee orientation.
- Maintains selections files and other related personnel files; develops, coordinates, and maintains filing and record-keeping systems in accordance with public records law and agency records retention guidelines.
- Responds to emails received in Human Resources; answers the Human Resources main line; and responds to inquiries or routing to the appropriate section staff for assistance as necessary.
- Performs other related duties as assigned.

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- Trains new supervisors and their designees on the applicant screening process and on conducting interviews.
- Maintains the agency applicant tracking process, including all employment applications received by the agency.
- Coordinates new hire criminal background checks with Enforcement Division for applicants recommended for employment with TDLR.
- Prepares new hire recommendations, ensuring conformance with agency procedures and practice and makes recommendations to the Human Resources Division Director.
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- Performs other related duties as assigned.

Required and Preferred Qualifications

Human Resources Specialist III

- Graduation from an accredited four-year college or university is required. (Related human resources experience, in excess of the required three years, may substitute for college on a year for year basis).
- Three (3) years of experience involving human resources work in state government is required.
- Willingness to work extra hours if needed is required.
- Experience in posting jobs, reviewing selection matrices, and interview questions is preferred.
- Experience in classification, compensation, reviewing job descriptions and performance evaluations is preferred.
- Experience in the tracking of employment applications is preferred.
- Experience demonstrating competency in the knowledge, skills and abilities of the position is preferred.
- Experience with the state classification plan is preferred.
- Experience with WorkInTexas.com is preferred.
- Experience with CAPPS Recruit is preferred.
- Experience with Microsoft Word and Microsoft Excel is preferred.
- Certification as PHR or SPHR is preferred.

Human Resources Specialist IV

- Graduation from an accredited four-year college or university is required. (Related human resources experience, in excess of the required four years, may substitute for college on a year for year basis).
- Four (4) years of experience involving human resources work in state government is required.
- Willingness to work extra hours if needed is required.

- Experience in posting jobs, reviewing selection matrices, and interview questions is preferred.
- Experience in classification, compensation, reviewing job descriptions and performance evaluations is preferred.
- Experience in the tracking of employment applications is preferred.
- Experience demonstrating competency in the knowledge, skills and abilities of the position is preferred.
- Experience with the state classification plan is preferred.
- Experience with WorkInTexas.com is preferred.
- Experience with CAPPs Recruit is preferred.
- Experience with Microsoft Word and Microsoft Excel is preferred.
- Certification as PHR or SPHR is preferred.

Knowledge, Skills, and Abilities

- Knowledge of federal, state, and local laws and regulations governing human resources activities; the principles and practices of human resources management.
- Skill in using a computer and applicable software, including human resources-related applications and tracking systems.
- Effective time management and organizational skills.
- Ability to pay attention to details and proof documents.
- Ability to manage multiple simultaneous tasks.
- Ability to work under stress and meet deadlines.
- Ability to communicate effectively both orally and in writing.
- Ability to apply selection techniques and communicate policies and procedures effectively.
- Ability to maintain effective working relationships with co-workers, management, and the public.
- Ability to work well in a team environment within the Human Resources Division and with all divisions of the agency.
- Ability to maintain confidential and sensitive information and display high degree of integrity and professionalism.
- Ability to develop and analyze human resources processes.
- Ability to identify problems and devise effective solutions.
- Ability to train staff on the screening and interview process.

Physical and Mental Requirements

- Must be able to walk, sit, or stand for extended periods of time.
- Must be able to perform data entry, type, and operate standard office equipment and computer software.
- Must be able to lift boxes weighing up to 15 lbs.

Military Occupational Specialty Codes:

Veterans, Reservists, or Guardsmen with a MOS or additional duties or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are encouraged to apply.

Additional Military Crosswalk information can be accessed at:

https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_HumanResourcesandTrainingandDevelopment.pdf

HOW TO APPLY

To apply for a position, you must submit your application, resumé, and TDLR agency required application questions either online through the Texas Workforce Commission's WORKinTEXAS.com website at <https://www.workintexas.com> or to TDLR via email at: jobs@tdlr.texas.gov by the closing date stated on the job posting. For applications submitted via email, please list the job posting title and job posting number in the subject line. Applications submitted must be received the posting's closing date. When a job posting is listed as "Open Until Filled", it is best to apply as quickly as possible, as the posting may close or be placed on hold at any time with or without prior notification. Applications will NOT be accepted via mail, fax, or hand delivery. Incomplete applications may not be considered. If you desire an acknowledgement of the receipt of your application, you should apply via WorkInTexas and one should be auto generated by TWC. Only applicants interviewed will be notified of their selection or non-selection. All candidates recommended for IT, Lottery, and Bingo positions will be subject to an extensive criminal background investigation, including fingerprinting.

SELECTIVE SERVICE REGISTRATION

In accordance with legislation effective September 1, 1999, male candidates aged 18 to 25 are required to show proof of selective service registration (or exemption) prior to an offer of employment. Such proof is not required to be filed with an application but must be provided upon request by the Human Resources office.

E-VERIFY

This employer 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.

TDLR is not considering applications from individuals who require sponsorship for an employment visa, including those currently on student or post-graduate visas. All candidates must be approved to work in the United States by E-Verify and must present the needed documentation upon request.

TDLR IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

In compliance with the Americans with Disabilities Act (ADA), TDLR will provide reasonable accommodation. If you are scheduled for an interview and require reasonable accommodation in the interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request.