

Texas State Board of Dental Examiners
333 Guadalupe, Suite 3-800
Austin, Texas 78701
512-463-6400 phone; 512-463-7452 fax
<http://www.tsbde.texas.gov>

EXECUTIVE ASSISTANT I

Position: Executive Assistant I Full time (40 hrs/wk)	Salary: \$3,293.42 - \$3,520.34 per month (\$39,521.04 - \$42,244.00 annually)
Classification Number: 0160 Group: B17	Posting Date: May 2, 2016
Listing Number: 50416021 FLSA Status: Non-Exempt Number of Openings: 1	Closing Date: May 13, 2016 Start Date: June 1, 2016
Contact: Kelly Parker: kparker@tsbde.texas.gov	

DESCRIPTION OF DUTIES:

This job description is not an employment agreement or a contract. Management has the exclusive right to alter this job posting or job description at any time without notice.

The Texas State Board of Dental Examiners (TSBDE) is the state agency that regulates the practice of dentistry in Texas. As of September 1, 2015 the agency is authorized to employ 58 FTEs and has 15 board members. Because the TSBDE is a small agency, all employees must exhibit a spirit of teamwork and cooperation and be willing to assist in any agency work activities as necessary.

The Executive Assistant I is a team member of the Executive Division and will serve dual duties. The Executive Assistant I will serve as the primary human resources specialist for the agency and will perform human resources management work along with other professional services work, as necessary. Work involves planning and coordinating several staff services function such as human resources, consultative services, employee relations, government relations, and other special projects assignments as assistance to the Executive Director as needed. Strict confidentiality of data must be practiced at all times. The successful candidate will be a team player with a positive attitude who takes responsibility to ensure that all assigned activities are performed quickly, accurately, and in compliance with all applicable state and federal rules, and regulations. Full-time employment (40 hours per week) is required.

EXAMPLES OF WORK PERFORMED:

- Coordinates and administers human resources programs such as employee relations, benefits, and workers' compensation.
- Prepares and processes job postings.
- Ensures applicant scoring and interviews are conducted in compliance with state and federal laws and regulations.
- Conducts new employee orientation, employee separation, and annual enrollment meetings.
- Enters and maintains employee insurance information using automated system.
- Coordinates the maintenance of human resources files, records, and reports.

- Prepares and enters quarterly FTE report submitted to the State Auditor's Office.
- Enters time and labor information using automated system.
- Assists in planning, developing, revising, and implementing human resources policies, procedures, and forms.
- Maintains accurate and well-organized HR files and records.
- Compiles HR reports as requested.
- Prepares various human resources correspondence.
- Monitors compliance with state and federal laws and regulations.
- Processes and investigates employee grievances.

Other Special Projects May Include:

- Coordinates agency interaction and testimony before legislative committee.
- Coordinates responses to legislative inquiries, and reviews and edits legislative correspondence.
- Monitors standing and interim committee schedules and agendas.
- Assists in providing consultative services and technical assistance for the agency.
- Assists in the preparation of administrative, reports, studies, and specialized projects.
- Performs professional services related work as assigned.

MINIMUM QUALIFICATION REQUIREMENTS:

EDUCATION and EXPERIENCE:

Graduation from an accredited four-year college or university with degree in human resources or related field is preferred. Education and experience may be substituted for one another.

EXPERIENCE:

Knowledge of human resources practices preferred. Experience and knowledge about the Texas Legislature is also preferred but not required.

KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of the principles and practices of human resources management.
- Knowledge of the principles and practices of employment, classification and employee relations.
- Knowledge of federal, state, local laws and regulations governing personnel activities.
- Ability to handle multiple tasks concurrently.
- Ability to maintain strict confidentiality.
- Sound judgment and decision-making.
- Strong attention to detail.
- Ability to communicate effectively both verbally and in writing.
- Skill in using a computer, databases, and applicable software.
- Ability to work effectively and independently in a dependable and organized manner in order to meet various deadlines.
- Ability to work cooperatively with others in a team environment.

The following Military Occupation Specialty (MOS) codes are generally applicable to this position: 88N, 89A, 92A, 92Z, 882A, 88A, 90A, 91A, 920A, 92A, AO, LS, YN, 616X, 626X, 636X, 641X, 715X, 726X, 736X, 360, 420, SK, YN, 011 WEPs, 890A, 0161, 0431, 0491, 3052, 0160, 0430,

2102, 6607, 8862, 2G0X1, 3M0X1, 8A200, 16GX, 20C0, 30C0, 60C0, 88, 89, 92, 90, 91, 01, 04, 30, 01, 04, 21, 66, 88, 2G, 3M, SDI, 16, 20, 30, 60. Applicants must fully complete the summary of experience on the State of Texas Application to determine if minimum qualifications are met.

OTHER: Normal office environment in downtown Austin office location. Tobacco-free work environment. Work hours are an 8 hour day, 5 days a week. Some overtime may occasionally be required. Travel out of Austin may occasionally be required.

In compliance with House Bill 2559 agencies that hire a person who is retired from the Employees Retirement System (ERS) on or after September 1, 2009 are required to remit a surcharge of 9.5% each month the return-to-work retiree is employed. Selected candidates meeting this requirement will be offered a base salary 9.5% lower to cover this surcharge.

To Apply: Applicants must submit official State of Texas Employment Application (see <http://www.twc.state.tx.us> for download). Applications may be emailed to hr@tsbde.texas.gov, mailed to 333 Guadalupe, Suite 3-800, Austin, TX 78701 or faxed to (512) 463-7452. Applicants may submit a resume in addition to the official State of Texas Employment Application but the resume may NOT be substituted for the official State of Texas Employment Application. Selected applicants will be notified regarding interviews. If an accommodation is needed, please call Aisha Vaz at 512-475-0975.

The Texas State Board of Dental Examiners (TSBDE) is an Equal Opportunity/Affirmative Action/ADA employer. The Board's employment positions are covered by the Fair Labor Standards Act (FLSA). TSBDE does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status. TSBDE is an E-Verify participant.