

PUBLIC UTILITY COMMISSION JOB VACANCY ANNOUNCEMENT



Operations Specialist (Program Specialist I)

SUBMIT STATE OF TEXAS APPLICATION and Transcripts to:
PUC Mail Room, 8th Floor, Rm 8-100, 1701 North Congress Avenue, Austin, TX 78701, or
Email: Recruiter@puc.texas.gov, or
Fax: (512) 936-7054, or
www.workintexas.com

Application Process: Complete a State of Texas Application for Employment documenting how you meet the minimum qualifications. Resumes are not accepted in lieu of a completed application. If a college degree is a minimum required qualification, official/unofficial transcripts are required and must be submitted with the application (if you submit your application via www.workintexas.com, you must submit your transcripts via email to recruiter@puc.texas.gov). If you submit your application via workintexas.com, please **do not** submit another application directly to the PUC. Incomplete applications will not be accepted for consideration. Applicants interviewed will receive written non-selection notification.

Job Vacancy Number: 2019-17
Division: Agency Operations
Salary*: \$3,081.34 – \$3,974.00/month
(Commensurate with Qualifications)

Salary Group: B17

Class: 1570

Type: Full-time Part-time Temporary

*The salary for an ERS Retiree or non-contributing member will be 9.5% less than the offered salary.

**Positions exempt from the Fair Labor Standards Act (FLSA) will earn compensatory time off rather than overtime for hours in excess of 40 hours per week.

Opening Date: November 29, 2018

Closing Date: Open Until Filled

Hours Per Week: 40

Established Work Hours: 8:00–5:00, M-F

(Flextime may be available with supervisory approval)

FLSA:** Exempt

EEO Category: Professional

VETERAN'S PREFERENCE

Veterans, Reservists, or Guardsmen with a Military Occupation Specialty (MOS) or additional duties that fall in the fields listed in the below link who meet the minimum qualifications are encouraged to apply.

The MOS codes applicable to this position can be accessed at:

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

If you qualify for a Veteran Employment Preference, it is mandatory that you provide the required documentation with your State of Texas Application. Documentation must be provided before a Veteran Preference can be granted. Required documentation is as follows: Veteran – DD Form 214; Surviving Spouse of a Veteran who has not remarried – Marriage Certificate and DD Form 1300; Orphan of a Veteran who was killed during active duty – Birth Certificate and DD Form 1300.

GENERAL DESCRIPTION

Perform routine program support and technical assistance work by serving as primary backup for the team lead in facility and property management, risk and safety management, and continuity of operations. Work involves acting as the liaison for with multiple State agencies in planning, and executing agency programs while providing assistance to staff and the general public. Work under moderate supervision of the team lead, with limited latitude for the use of initiative and independent judgment.

ESSENTIAL FUNCTIONS

- Provide support and collaborate in the planning, development, and implementation of agency operations.
- Serve as a primary backup liaison to State Office of Risk Management, Texas Facilities Commission and the Comptroller of Public Accounts.
- Monitor compliance with requirements, laws, regulations, policies, and procedures for agency operations.
- Assist program staff in determining trends and resolving operational problems.
- Assist in the preparation of administrative reports, studies, and specialized projects.
- Assist with the review of agency operations to identify areas in need of change and assists with the development of plans to improve or address areas of concern.

- Assist with the PUC mail operations, to open and distribute incoming mail; prepares mail-outs; and maintain and review records on postage, registered mail, and packages.
- Assist with PUC mail operations and courier services to receive and count cash, takes deposits to the bank, and maintain accountability for payments with PUC Fiscal section.
- Assist the PUC emergency management response team lead in maintaining the PUC disaster recovery plan and continuity of operations plan, tests and reporting.
- Assist the PUC facility manager in support of the facilities management program with the Texas Facilities Commission.
- Assist the PUC property manager with scheduling, transfer, and display of surplus property and physical inventory in support of the state property asset management program for the Comptroller of Public Accounts and the PUC Fiscal section.
- Assist with PUC receiving, to deliver, pick up, or receive documents, supplies, furniture, equipment, or materials; check for quantity and quality; and make arrangements for repairs and services.
- Assist in implementing the PUC Risk and Safety Management program in cooperation with the Human Resources section.
- May assist in developing policy and procedure manuals.
- May train other employees who serve in a back-up capacity.

MINIMUM QUALIFICATIONS

If a college degree or a particular educational certificate is a minimum required qualification, official or unofficial transcripts must be submitted with the application.

- Graduation from an accredited four (4) year college or university with major course work in public administration and management or related field, plus one (1) year experience working in an office environment performing program support, or administrative support duties.
- Experience and education may be substituted for one another on a year for year basis.

PREFERRED QUALIFICATIONS

- Experience in facility and property management or business continuity.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of facilities management and building maintenance processes and procedures.
- Knowledge of safety and risk management program processes and procedures.
- Knowledge of property and asset management processes and procedures.
- Knowledge of mailroom and stock management procedures
- Knowledge of state purchasing policies and procedures
- Knowledge spelling, punctuation, grammar, and arithmetic calculations.
- Skill in using a personal computer, office equipment and business systems.
- Ability to prepare and maintain records, files, and reports.
- Ability to transfer furnishings and equipment from one location to another.
- Ability to gather, correlate, and analyze information; to devise solutions to problems
- Ability to prepare reports; to develop, evaluate, and interpret policies and procedures
- Ability to communicate effectively; and to train others
- Ability to attend work regularly and adhere to approved work schedule.

REMARKS

- An internal applicant who is selected for a position in their current salary group with the same or new state classification title will not receive a salary increase.
- Candidates invited to interview may be given a writing skills exercise.
- If required for position, licensure as a Professional Engineer or to practice law in Texas will be verified on the selected candidate through either the Professional Board of Engineers or the State Bar of Texas.
- Some positions may require additional work hours including evenings, weekends, and/or holidays to meet critical deadlines. Employees will earn compensatory time or overtime dependent on FLSA status.
- More than one position may be filled under this posting. Employees are required to comply with agency policies and provisions outlined in the employee handbook.
- The job posting in no way states or implies that the duties listed above are exclusive. Employees are required to perform other duties as may be assigned.

- A satisfactory driving record is required for driving a state or personal vehicle to conduct agency business. Selected candidates will have their driving record evaluated in accordance with the Commission's Traffic Safety policy.
- For males born on or after January 1, 1960, the PUC will verify proof of Selective Service registration through the online Selective Service System. Any males born after January 1, 1960 who are not registered will need to provide proof of exemption from the Selective Service registration requirement.
- The Public Utility Commission 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.
- The PUC has a *Post-Employment Restriction* – details furnished upon request.
- Female and minority applicants are encouraged to apply.
- The PUC is an Equal Employment Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, veteran status, age or disability in employment or the provisions of services.
- In compliance with the Americans with Disabilities Act (ADA), the PUC will provide reasonable accommodation for individuals with a disability. An individual requiring a reasonable accommodation should contact Human Resources at (512) 936-7060 or humanresources@puc.texas.gov.