



Texas Facilities Commission Employment Opportunities

JOB Vacancy Notice: FY 25-32		
Business Title: Program Specialist		State Classification: Program Specialist IV
Salary Group: B20	Salary: \$5,668.78 (month) \$68,025.36 (year)	Hours/Week: 8:00 am – 5:00 pm, M-F
Location: Central Services Building, 1711 San Jacinto Blvd. Austin, Texas 78701		
Posting Date: 01/15/2025	FLSA Status: Exempt	Hours: 40
Closing Date: Open until filled	Shift Differential: n/a	Openings: 1
Division: Safety and Security Programs		Program: Safety and Security

Note: To apply for a state agency job with TFC, you must complete the electronic State of Texas Uniform Application for Employment through www.WorkInTexas.com.

What is the Texas Facilities Commission (TFC):

The Texas Facilities Commission (TFC) builds, supports, maintains, and manages over 28 million square feet of state-owned and leased facilities that house over 62,000 state employees in over 100 state agencies, all working in the service of the citizens of Texas. TFC oversees a varied property portfolio of office space, storage, warehouses, parking garages, and grounds of buildings across 283 cities and towns in Texas. Our team provides and contracts for the design and construction, property management, landscaping and custodial services, recycling and waste management services, building climate and energy automation, and the fire and security services required to keep State agencies working for our constituents.

The Position: TFC is looking for a Program Specialist IV to oversee expenditures, requisitions, orders of equipment, contract management, security access controls systems, work orders, and correspondence for the Safety and Security Programs Division. This individual will perform high-level oversight of operations, budgeting, receiving and risk management policies. The ideal candidate will be involved in developing and implementing safety and risk management programs and guidelines, preparing technical reports and procedures, coordinating activities with other agencies and organizations, and providing administrative and technical assistance to the risk management leadership. The ideal candidate should possess a high school diploma or a GED. The candidate should also have four (4) years of administrative support experience. A college education in business administration or technical training in office support may be substituted for experience.

Top Benefits for working for the Texas Facilities Commission (TFC):

- Group Benefit Plan (GBP)-HealthSelect of Texas insurance-paid at 100% for full-time employees, 50% for dependents
- \$5,000.00 Basic Term Life and Accidental Death and Dismemberment
- Optional Term Life Insurance
- State of Texas Retirement Plan
- Texasaver 401(k) Plan
- Dental insurance plans
- State of Texas Vision insurance plan
- Short-term and/or long-term disability coverage
- (TexFlex) Flexible spending account (FSA)



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- Employee Assistance Program (EAP)
- Generous paid holidays, vacation, and sick days

Veterans: Use your military skills to qualify for this position and others at TFC. Go to www.texasskillstowork.com to translate your military experience, training, and formal education into civilian job terms, qualifications, and skill sets.

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of OS Operations Specialist, 611X LDO Deck, OS Operations Specialist, OSS Operations Systems Specialist (Warrant), 8U000 Unit Deployment Manager, 16GX Airport Operations Staff Officer, or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Please call Human Resources at (512) 463-1717 with questions or for additional information.

Additional Military Crosswalk information can be accessed at http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf

If selected for interview, all veterans must provide a DD214 long form. Official transcripts or other minimum requirement validations will be requested at the time of interview.

TFC Recruiting Policy:

Incomplete applications will not be considered.

Initial screening is based on the Education and Experience minimum qualifications defined in the job posting. Interviewee selection is based on applicant information explaining how they meet each Competency (Knowledge, Skills and Abilities) requirement. Follow application instructions and fill out application form completely for further consideration.

As part of its employment process, TFC may conduct a criminal background check and/or a driver's record check. An applicant with an unsatisfactory criminal background check report and/or drivers record is ineligible to be hired for the position for which the report is initiated.

If hired, an employee must prove their permanent right to work in the United States and provide document(s) within three (3) days of hire date that establish identity and employment eligibility. We are unable to sponsor or take over sponsorship of an employment Visa.

Note: Any male between the ages of 18 and 25 must show proof of registration with the Selective Service System before he can be selected for employment with the Texas Facilities Commission.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Texas Facilities Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability. TFC provides accommodations for persons with disabilities in accordance with the Americans with Disabilities Act.

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Texas Facilities Commission
Central Services Building,
1711 San Jacinto, Austin, Texas 78711
Office 512-463-3433



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If you need help with the employment process or require other accommodations, please contact the Human Resources office for assistance at (512) 463-3433.

WIT Number: 16811515

Contact Information:

Richard W. Allen, MBA, PHR, SHRM-CP

Human Resources Specialist

Recruiting and Staffing

Talent Management

Texas Facilities Commission

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