



STAFF SERVICES DIVISION

Located in the Stephen F. Austin Building at 1700 North Congress, the Staff Services Division has a staff of fifteen employees. The division is responsible for accounting, purchasing, budgeting, financial reporting, fleet, state property accounting, and human resources.

Human Resources

The human resource staff interprets state and federal human resource laws, policies and procedures; maintains agency personnel files; processes personnel actions; provides new employee orientation; processes terminations, processes monthly payrolls, prepares monthly and quarterly payroll reports; handles workers' compensation claims; updates ERS Online; maintains agency personnel manual; develops policies and procedures for compliance with state and federal laws; processes employee time; and opens and distributes agency mail.

Accounting

The accounting staff interprets policies, procedures, state and federal laws; provides guidance to staff and management; manages the accounting for state and federal grants; reviews monthly budgets; prepares fiscal notes; performs appropriation control; reviews and releases purchase and interagency vouchers; maintains the Friends of the Texas Historical Commission accounting; reconciles the marker database, courthouse grants, travel advance account and the preservation trust fund; prepares the annual financial report, federal report, legislative appropriation request and federal application; reconciles revenue; and prepares monthly budget analysis and detail reports; processes travel advances and travel vouchers; evaluates travel rules and regulations; provides staff and commissioners assistance in preparing travel vouchers; and processes the business travel accounts.

Purchasing

The purchasing staff interprets purchasing laws and regulations; provides staff and management with guidance with regard to purchasing; develops and manages contracts; prepares invitations for bids; prepares and evaluates requests for proposals; evaluates bids and awards contracts; purchases on term contracts; processes spot purchases; issues purchase orders; runs the agency's Historically Underutilized Business program; notifies staff when purchases are received; handles telecommunication service changes; processes information technology and catalog purchases; and reconciles postage accounts.

Fleet and Property Management

Staff is responsible for maintaining the fleet and state property records; maintains the vehicle check out log; maintains vehicle packets; coordinates fleet maintenance and scheduling; updates the Fleet Anywhere database; updates the state property accounting; and performs the annual physical inventory.

How to Reach Us

Staff members are available to answer questions and provide preservation assistance. Please contact us at:
Phone: 512.463.6255
Fax: 512.463.6374
Email: thc@thc.state.tx.us



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