



Victoria County, TX

Human Resources

115 N Bridge, Rm 127, Victoria TX 77901

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| <u>Position Title:</u> | Human Resources Specialist | <u>Effective Date:</u> | Jan 31, 2024 until filled Starting \$24.39 + |
| <u>Department:</u> | Human Resources | <u>Salary:</u> | Depending on qualifications |
| <u>Accountable to:</u> | Human Resources Director | <u>Status:</u> | Full-Time Non-Exempt |

Primary Objectives

Performs difficult work coordinating, evaluating, developing, and assisting in the implementation of various human resources programs, policies, procedures, systems, processes, and evaluates existing and proposed positions for appropriate classification. Completing orientation of all new employees and following up as needed. Assisting in solving human resources issues and monitor implementation of agreed upon action. Serving as a benefit and retirement specialist to assist employees with inquiries, choices and problems. Position is essential and may require work after hours and/or weekends to meet required deadlines.

Supervision Received

Work is performed under the general direction of the Human Resources Director.

Supervision Exercised

None.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Complete orientation of all new employees and follow up as needed. Submit timely to Payroll.
2. Serve as a benefit specialist to assist employees with inquires, choices and problems.
3. Provides support to Human Resources Director in the day-to-day operations. Oversees office procedures and ensuring all functions are being completed in a timely and professional manner. Communicates all changes in personnel activities to elected officials, department heads and employees as necessary. Observes confidentiality.
4. Processes and follow-ups all unemployment claims, workers compensation claims, and Family Medical Leave Act Requests by meeting all federal, state or local deadlines.
5. Coordinate, evaluate, develop, and assist in the implementation of various human resources programs, policies, procedures, systems, processes, and evaluates existing and proposed positions for appropriate classification. Maintain a current record of all positions, employees, salaries, classification and salary plans, and other related information; and verifies compensation and position changes. Ensures County wide FLSA compliance.
6. Orders and maintains supplies; prepares weekly purchase orders for approval and balances monthly premiums versus invoice charges.
7. Plans, develops, coordinates and presents a variety of training material. Remains apprised on federal, state, and local compensation, employment, and other related laws and regulations in other to ensure County compliance.

8. Responds to open record requests, employment verification requests.
9. Processes quarterly unemployment and worker compensation reports.
10. Sets-up new retiree accounts, receive and record retiree payments in QuickBooks.

MINIMUM QUALIFICATIONS

- Bachelor's degree in business administration, personnel management, public administration or a closely related field.
- Three to five years’ Human Resource experience preferred.
- Valid TX driver’s license.

Other Preferred Qualifications, Certificates, Licenses, Registrations

- PHR or SPHR certifications
- HIPAA training
- Cybersecurity training

REQUIRED KNOWLEDGE OF:

- Federal, state, and local laws and protocols related to county government such as human resource management, employment, compensation, ADA, FMLA and FLSA.
- Customer Service principles.
- Records Management principles.
- Standard Windows computer software applications to include Word and Excel.
- QuickBooks Software.
- Correct grammar, composition, spelling, punctuation and vocabulary.

WORKING CONDITIONS

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit most of the time but may walk or stand for some periods of time.
- This is light work requiring some physical agility such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to convey detailed or important instructions to others accurately, loudly or quickly, and standard hearing requirements - hear information at normal spoken word levels.

| Physical Exertion (Pounds) | |
|----------------------------|-----------------|
| Up to 10 | Occasionally |
| Up to 25 | Occasionally |
| Up to 50 | Seldom or never |
| Up to 100 | Seldom or never |

| | |
|-------------|-----------------|
| 100 or more | Seldom or never |
|-------------|-----------------|

| Environmental Exposures | |
|-----------------------------------|-----------------|
| Work near moving mechanical parts | Seldom or never |
| Work in high, precarious places | Seldom or never |
| Toxic or caustic chemicals | Seldom or never |
| Outdoor weather conditions | Seldom or never |
| Extreme Cold, non-weather | Seldom or never |
| Extreme Heat, non-weather | Seldom or never |
| Noise Level | Quiet |

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Apply to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Employment Applications can be found online under the employment jobs link or <https://www.vctx.org/page/employment>

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 115 N. Bridge St., Room 127
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