

EMPLOYMENT NOTICE

JOB TITLE: HUMAN RESOURCES COORDINATOR
OFFICE: HUMAN RESOURCES
LOCATION: 133 E. JACKSON, BURNET, TX – ANNEX ON THE SQUARE
SALARY: COMMENSURATE WITH EXPERIENCE

GENERAL STATEMENT OF DUTIES:

This position administers overall County personnel policies and procedures regarding employment, wage and salary administration, training and orientation. Monitor compliance with state and federal legislation covering such areas as FLSA, ADA, EEO and FMLA. Maintains and interprets existing County personnel policies and wage/salary plan. Maintains all personnel associated files and computer related systems. Processes and maintains monthly billings related to payroll and benefits. Maintains position control files to assist with budget forecasting. Files quarterly reports for unemployment and 941 and performs end of year functions to include Affordable Care Act, W-2's, benefits accruals and rollovers. Process workers' comp claims and reports. Manage the open enrollment process for annual benefits changes. Serve as employees' point of contact for questions, concerns and complaints. Position includes a wide variety of duties and involves independent judgment and initiative.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of proper office practices and procedures, including standard telephone etiquette; grammar, spelling, and punctuation; general accounting principles; 10 key by touch; Word and Excel. Must be self-motivated.

Skill/Ability to understand and follow oral and written instructions; communicate effectively verbally and in writing; interpret and explain policies, procedures, rules and regulations; plan work and carry through to completion without supervision; establish and maintain effective working relationships with coworkers, other county departments and the general public.

ACCEPTABLE EXPERIENCE AND TRAINING:

Applicant must be a high school graduate or its equivalent. Degree in a related field or equivalent combination of education and experience in Human Resources preferred.

EQUAL EMPLOYMENT OPPORTUNITY:

Burnet County complies with all State and Federal laws re: non-discrimination against any person in job structuring, recruitment, examinations, election, appointment, placement, training, upward mobility, discipline, or any other aspect of personnel administration based upon race, age, religion, color, disability, national origin, sex, political affiliation or belief, or any other non-merit factor. Personnel decisions shall be made on the basis of occupational qualifications and job-related factors such as skill, knowledge, education, experience, and ability to perform specific jobs.

APPLICATIONS:

Each applicant is required to submit an application for employment with pertinent information regarding training and experience. Application forms may be obtained between the hours of 8:00 am and 5:00 pm from the Burnet County Annex on the Square at 133 E Jackson St or the Burnet County Courthouse, 220 S. Pierce St. Completed applications will be accepted via email at hrc@burnetcountytexas.org or at the Human Resources Office or by fax at 512-715-5259 until May 25, 2018. Must be available to begin working on June 18, 2018