



# Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602  
(512) 581-7120

*An Equal Opportunity Employer*

<b>Title:</b>  <b>Human Resources Director – Full Time</b>	<b>Opening Date:</b>  <b>February 13, 2019</b>	<b>Application Deadline:</b>  <b>Open Until Filled</b>	<b>Job Posting Number:</b>  <b>19111</b>
<b>Department:</b>  <b>Human Resources</b>	<b>Starting Salary:</b>  <b>\$63,984 to \$68,144</b>	<b>Location:</b>  <b>Bastrop, Texas</b>	<b>Travel:</b>  <b>N/A</b>

## **INTERNAL/EXTERNAL JOB POSTING**

**Brief Job Description:** Performs highly advanced (senior-level) human resources management work. Work involves directing, administering, monitoring, and evaluating the development and operation of a human resources management program and ensuring compliance with state and federal laws and regulations pertaining to human resources, payroll administration, and employment and benefits administration. Work involves establishing criteria, formulating projects, assessing program effectiveness, and investigating and analyzing a variety of extraordinary conditions, problems, and questions. Will work under the general supervision of the Bastrop County Judge and Commissioners Court, and will plan, assign, and/or supervise the work of others. Works under minimal supervision with extensive latitude in the use of initiative and independent judgment.

**General Knowledge, Skills, and Abilities:** Must possess knowledge of the principles and practices of human resources management, records-retention, customer service, and generally accepted office procedures and practices. Must have extensive knowledge of all state and federal laws and regulations pertaining to human resources, such as the labor laws and policies as outlined under the EEOC, FLSA, DOL and FMLA; employment, payroll, and benefits administration; workers compensation laws and regulations; and leave accounting functions. Must be able to develop, administer, and manage Bastrop County staffing processes and personnel policies. Must possess the ability to identify staff development needs and resources; coordinate training; and administer employee evaluations and compensation. Must be able to research and provide written reports or other communications, as requested by the County Judge, Commissioners, external agencies and internal management; perform multiple tasks simultaneously in a timely manner; obtain, record, and disseminate accurate information; and maintain confidentiality of information encountered in work activities at all times. Must possess a high level of professionalism, be detail orientated, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and judgment and stress tolerance skills.

### **Minimum Qualifications:**

Bachelor's degree in human resources; public relation/administration; or business administration in the related field;  
Five (5) years of professional personnel management or labor relations experience;  
One (1) year of supervisory experience;  
Or an equivalent combination of education and experience.

### **Preferred Qualifications:**

PHR or SHRM certification;  
Experience working as a Human Resources Professional within a state or local government.

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Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities.

A Bastrop County Job Application is required, and can be completed at:

<https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerFormId=a7d71333-73b6-4ae5-b3d7-a59c651de914>. A resume will be considered, but will not be accepted in lieu of application. Applicants may mail or drop off an application at: Bastrop County, Attn: HR, 804 Pecan Street, Bastrop, Texas 78602, OR email applications to [apply@co.bastrop.tx.us](mailto:apply@co.bastrop.tx.us). Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the county. This position may require shift work outside the normal business hours and weekends. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

**IMPORTANT NOTE TO ALL APPLICANTS:** Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



## BASTROP COUNTY, TEXAS Job Description

*Job Title: Human Resources Director*

**Department:** Human Resources

**FSLA Status:** Exempt

**Reports To:** Bastrop County Judge and Commissioner's Court

**SUMMARY:** Performs highly advanced (senior-level) human resources management tasks. Work involves directing, administering, monitoring, and evaluating the operation of a human resources department; ensuring compliance with local, state and federal laws and regulations pertaining to human resources, payroll, and employment and benefits administration; management of payroll processing, employee benefits, and related training; development and maintenance of a personnel policy manual; and providing guidance and support regarding personnel management issues. Requires the ability to establish criteria, formulate projects, assess program effectiveness, and investigate and analyze a variety of extraordinary conditions, problems, and questions. Requires the ability to direct and supervise the work of others.

### **SUPERVISION RECEIVED AND EXERCISED:**

Exercises supervision over all Human Resources Department employees.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Directs and oversees the **operations of the Human Resources Department**; performs supervisory functions including scheduling and assignment of duties; monitors staff performance; provides guidance, support, and training to staff members; performs annual staff evaluations and takes disciplinary action as needed; monitors and manages departmental budget; prepares annual departmental budget request;
2. Organizes and manages the **payroll** processing function (including interaction with vendors regarding benefits deductions), through training and oversight of HR staff, payroll systems and other resources, ensuring that employees are paid in an accurate and timely manner;
3. Administers the County **Employee Benefits Package**, including annual review and renewal processes; investigates alternative resources and methodologies pertaining to employee benefits in order to help keep the County in a competitive position, while maintaining a cost-effective benefits package;
4. Develops and maintains County **personnel policies**, makes recommendations for modifications, and communicates changes to employees;
5. Provides accurate **information, reports** (including financial and operations reports), **and assistance** as required to Elected Officials, Department Heads, employees, and the public regarding payroll, benefits, policies, and other HR inquiries;

6. Oversees Bastrop County **recruiting and staffing** processes;
7. Identifies **staff development** needs and resources; identifies and coordinates training resources in response to management requests; provides opportunities for professional development to all County employees to the extent allowed by budget; ensures that HR staff members are kept up-to-date on payroll/personnel regulations and processes related to their individual job duties;
8. Acts as liaison for all Bastrop County employees, department heads and elected officials in the resolution of employee **conflicts and grievances**;
9. Researches and responds to inquiries about **employment, payroll, and personnel matters, including Unemployment and EEOC claims**;
10. Ensures compliance with all Federal, State and local **employment laws** as they pertain to County operations; maintains up-to-date knowledge of changes to laws pertinent to the HR function;
11. Acts as liaison with Texas County and District Retirement System and provides accurate advice and information on **county retirement programs** to employees and Commissioners Court;
12. Oversees and maintains all necessary records and documentation related to HR functions in accordance with existing **records retention laws**;
13. Develops and implements **special projects** to meet the needs of Bastrop County operations;
14. Works as **part of a team** and maintains a cooperative, helpful attitude towards fellow workers, the Commissioners Court, staff, and the general public;
15. Maintains **confidentiality and security** of all human resources information and systems;
16. Performs **related work or duties** as assigned by the Commissioners Court liaison to HR.

**OTHER FUNCTIONS:** Performs other job related duties as directed by supervisor(s). **Regular attendance is considered an essential function of this position. NOTE:** The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.

**MINIMUM QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

Current practices and processes of Payroll and Employee Benefits administration;  
Applicable laws as related to all Human Resources functions;  
Advanced principles and practices of human resources management;  
Principles and practices of accounting, budget administration, and auditing;  
Personal computer skills and software, including Microsoft Office applications;  
Professional Customer Service skills;  
Proper English usage, spelling, grammar and punctuation;  
Standard office policies, procedures, and equipment;  
Bastrop County policies and procedures.

**Ability to:**

Perform multiple tasks simultaneously, in a timely manner;  
Communicate clearly and concisely, both verbally and in writing;  
Understand and follow verbal and written instructions;  
Complete complex business correspondence;  
Effectively speak to small audiences to convey information;  
Properly interpret, understand and make decisions in accordance with laws, regulations and policies;  
Conduct business with the public in a professional and courteous manner;  
Be detail orientated, and have strong communication, interpersonal, problem solving, analytical, organizational, conflict resolution, and stress tolerance skills;  
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;  
Establish and maintain effective working relationships with those contacted in the course of the job;  
Operate equipment required to perform essential job functions;  
Work independently in the absence of supervision;  
Work in a safety-conscious environment and to follow and promote good safety practices;  
Handle exposure to potentially hostile individuals;  
Maintain confidentiality of information encountered in work activities at all times.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, reading and writing, operating assigned equipment, and communicating with others;  
Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, or standing for long periods of time; Lifting and carrying materials weighing up to 25 pounds such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, or kneeling.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and responsibilities, which may include:

Handling stressful situations;  
Interpreting federal laws and regulations;  
Effective interaction and communication with others;  
Prepare clear and concise reports;  
Making sound decisions in a manner consistent with the essential job functions.

**EXPERIENCE, EDUCATION, and LICENSING:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience (required or preferred):**

Five (5) years of professional personnel management or labor relations experience (required);

One (1) year of supervisory experience (required);

Experience working as a Human Resources Professional within a state or local government (preferred);

Three years of experience leading a payroll team and employee benefits programs, including experience with payroll software systems (preferred);

Demonstrated ability to develop and manage staff workflow and project execution (preferred);

Work experience in engaging and inspiring staff and peers by effective communication to build team relationships and trust (preferred);

Accounting and financial analysis background (preferred).

**Education:**

Bachelor's degree in a Human Resources related field, such as Management, Public Administration, or Business Administration;  
High School diploma or equivalent.

**Licensing:**

Possession of a valid Texas driver's license.  
PHR or SHRM certification (preferred).

**SELECTION GUIDELINES:**

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required.

**\*\*\* This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.*