



# Bastrop County Job Posting

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

*An Equal Opportunity Employer*

<b>Title:</b> <b>Human Resources Specialist I</b>	<b>Opening Date:</b> <b>September 21, 2021</b>	<b>Application Deadline:</b> <b>Open Until Filled</b>	<b>Job #:</b> <b>21910</b>
<b>Department:</b> <b>Human Resources</b>	<b>Starting Salary:</b> <b>\$40,500 to \$42,495</b> <b>Annual</b>	<b>Location:</b> <b>Bastrop, Texas</b>	<b>Travel:</b> <b>N/A</b>

## INTERNAL/EXTERNAL JOB POSTING

**Brief Job Description:** This position performs complex Human Resources, payroll, financial, benefit, and risk management tasks for the employees of Bastrop County. Work involves administering a human resources management program and ensuring compliance with state and federal laws and regulations as well as County policies and procedures.

**Knowledge, Skills and Abilities:** Must possess the knowledge, skills and abilities necessary to perform the operations, services and activities associated with the principles and practices of human resources processes and management, records retention, customer service, and generally accepted office procedures and/or practices. Must be able to communicate clearly and concisely, both verbally and in writing; complete routine business correspondence; perform multiple tasks simultaneously in a timely manner; obtain, record, and disseminate accurate information from telephone conversations and personal contact; and maintain the confidentiality of information encountered in work activities at all times. Must be skilled in the proper use of English grammar, punctuation, and spelling, and in the use of standard office equipment including, a personal computer with word processing and data base software, calculator, copier, shredder and facsimile machines.

**MINIMUM QUALIFICATIONS:** One (1) to three (3) years prior experience in human resources administrative and technical assistance work or Bachelor's Degree in Human Resources Management, Personnel Management, Business Administration, Public Administration, or a directly related field and one year minimum of directly related experience is preferred. Must possess a high school diploma or equivalent. Possession of a valid Texas driver's license.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Job Application is required, and can be completed/submitted at: [Bastrop County Job Applications](#) 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: <https://www.co.bastrop.tx.us/page/co.jobs>



**BASTROP COUNTY, TEXAS**  
**Job Description**

*Job Title: Human Resources Specialist I*

**Department:** Human Resources

**FSLA Status:** Non-Exempt

**Reports To:** Human Resources Director

**SUMMARY:** This position performs complex Human Resources, payroll, financial, benefit, and risk management tasks for the employees of Bastrop County. Work involves administering a human resources management program and ensuring compliance with state and federal laws and regulations as well as County policies and procedures.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives supervision from the Bastrop County Human Resources Director.

Exercises no supervision.

**DUTIES AND RESPONSIBILITIES** include the following:

1. Monitor departmental timesheet submissions and employee leave accruals; perform monthly audits of employee timesheet records; enter timesheet data into INCODE/HRIS in an accurate and timely manner for payroll processing;
2. Provide payroll backup to Payroll Coordinator including input and data maintenance necessary for the accurate and timely processing of bi-weekly payrolls and supplemental payrolls as needed; verify time records, earnings, leave balances, tax deductions, benefit deductions and accruals, direct deposit data, and net pay to ensure that employees are compensated correctly;
3. Perform periodic audits of employee records including time entry and/or leave balances as needed;
4. Manage the County's Worker's Compensation program and be the point of contact;
5. Assist HR Director with monthly, quarterly, and annual reports and submissions as required;
6. Perform job duties of other County HR Staff Members in the event of their absence, or as needed, and remain current on legislative rules and procedural changes;

**OTHER FUNCTIONS:** Performs additional job related duties as directed by supervisor. **Regular attendance is considered an Essential Function of this job. Evening and weekend work may be required during peak times. This position works as backup to our Payroll and Benefits Coordinator positions.** **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:**

General principles and practices of Payroll and Employee Benefits management;  
Principles of Human Resources management, accounting and budget administration;  
Basic auditing fundamentals;  
Applicable laws as related to the operation of the agency;  
FMLA;  
Personal Computer skills and software, including Microsoft Office;  
Professional Customer Service skills;  
Proper English usage, spelling, grammar and punctuation;  
Standard office policies, procedures, and equipment.

**Ability to:**

Perform multiple tasks simultaneously in a timely manner;  
Work as part of a team or independently;  
Communicate clearly and concisely, both verbally and in writing; in person and by telephone;  
Understand and follow verbal and written instructions;  
Complete routine 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;  
Record, and disseminate accurate information from telephone conversations and personal contact;  
Function independently, exercise good judgment, manage multiple projects, and meet deadlines;  
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 such as files or stacks of records; Occasional climbing, stooping, crawling, squatting, and/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;

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:**

One (1) to three (3) years prior experience in human resources administrative and technical assistance work; previous experience in payroll and employee benefits functions; or an equivalent combination of education, training and experience is desired.

#### **Education:**

Bachelor's Degree in Human Resources Management, Personnel Management, Business Administration, Public Administration, or a directly related field and one year minimum of directly related experience is preferred.

High School Diploma

#### **Licensing:**

Possession of a valid Texas driver's license.

### **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 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.***