CITY OF MINERAL WELLS, TEXAS

JOB TITLE: HUMAN RESOURCE SPECIALIST

DEPARTMENT: CITY CLERK

FLSA STATUS: NON-EXEMPT

FULL TIME: YES

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JOB SUMMARY: Under general direction of the City Clerk, coordinates and performs the human resource function, including recruiting, hiring, benefits, law compliance, risk management, compensation, policy, and employee relations.

ESSENTIAL FUNCTIONS:

- Provide information and general assistance to City staff and public regarding human resources policies, procedures and processes; answer questions and provide information regarding personnel actions, employee records, benefits; assist in resolving routine problems or complaints.
- Responsible for worker’s compensation claim processing; file reports with insurance carrier and follow up with affected manager, insurance carrier, doctors, and employees.
- Administer various employee benefit programs such as group insurance, life, medical, dental, accident and disability insurance, retirement, and voluntary plans.
- Coordinate processing of all new employees; provide new employee orientations regarding benefits and employee information data; prepare and maintain employee files, assuring accuracy, compliance, and confidentiality.
- Verify employee provides payment for medical or voluntary deductions during time off; work with employee and managers on return to work issues.
- Coordinate the City's insurance programs including yearly enrollment meetings; complete all required insurance forms; reconcile monthly insurance billings; coordinate programs and serve as an information source to past and present City employees.
- Implement new benefit programs, arrange and conduct employee information presentation, including working with vendors for annual open enrollment.
- Identifies legal requirements and government report regulations affecting human resources functions and ensures policies, procedures and reporting are in compliance.
- Plan and coordinate training sessions for employees.
- Assist employees with retirement forms.
- Office environment, climate controlled.
- Will sit for long periods of time; lift and carry up to 25 pounds of materials and supplies; file in a seven foot cabinet.
- Maintain appropriate attire and acceptable personal hygiene.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required.
OTHER JOB FUNCTIONS:

- Assists in general office duties by answering the telephone and greeting visitors.
- Performs basic duties of the Administrative Clerk as needed, including issuing vital records.
- Provide related duties and responsibilities as required.

REQUIRED EDUCATION, DEGREES, CERTIFICATES AND/OR LICENSE:

High School diploma or equivalent (GED).
Two years of college, preferably with courses in Human Resources.
Three years of experience, preferably in a municipal human resources department.
Possession of a valid Texas Driver’s License with an acceptable driving record.
Notary Public, or the ability to obtain.

EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:

Extensive knowledge of principles, practices, and procedures of personnel management, employee law, general personnel policies and procedures applicable to the City; excellent oral and written communication skills, record keeping methods and procedures, problem solving and conflict mediation; collect and compile information and data for a variety of reports; work independently in the absence of supervisor; maintain confidentiality of work; must exhibit proficiency with all Microsoft Office and Google Suite software.

EMPLOYEE BENEFITS:

The City of Mineral Wells offers a competitive benefits package including but not limited to health insurance, short and long-term disability, vision and dental insurance, TMRS retirement, incentive pay, vacation, sick leave, and holidays.

THE SUCCESSFUL CANDIDATE MUST PASS CRIMINAL BACKGROUND CHECK, DRUG SCREEN, AND PHYSICAL.

STARTING SALARY $45,000 Annually.

HOW TO APPLY:

Applications must be submitted on the City’s Application for Employment form, which is available from and returnable to: City of Mineral Wells, City Clerk/Personnel Office, P.O. Box 460, 115 S.W. 1st Street, Mineral Wells, TX 76068. Applications are also available on the City’s website at www.mineralwellstx.gov. For further information, please call Sherri Lee, HR Coordinator at 940-328-7702.

THE DEADLINE FOR SUBMITTING AN APPLICATION IS November 25, 2019.
Applications must be delivered to the City Clerk/Personnel Office, or be postmarked no later than the deadline in order to be considered.

THE CITY OF MINERAL WELLS IS AN EQUAL OPPORTUNITY EMPLOYER