

Karnes County Human Resource Specialist

General Job Description

Full-time position managing the Karnes County Human Resources office from posting of opening position, orienting and enrolling new employees on benefits offered and personnel policies of the County, responding to request from employees for information, working with elected officials and heads of departments, ensuring compliance with County policies, State laws, Federal laws and regulations, and other employee-related issues.

Duties:

- Performs administrative and secretarial work to carry out all work of a local government human resources office, such as employment, compensation, classification, employee relations, benefits, or organizational development.
- Compiles and prepares documents and reports, and submit a report required by the state.
- Prepares or reviews job postings, screens and interviews applicants, evaluates job-related qualifications, and refers qualified applicants to the proper hiring authorities.
- Manages all human resource office government records, regardless of media, including complying with records retention schedules.
- Assist elected officials in department heads and conducting studies regarding their departments' staffing needs and problems, and recommending actions as appropriate.
- Review and make recommendations on new and revise job descriptions for all county positions.
- Prepare and conduct new employee orientation.
- Cancel employees on all benefits: Insurance, leave, etc., oh and assist with and process the related paperwork
- Receive and initially process employee grievances; carry out policy under supervision.
- Performs other related work as assigned.
- General qualifications

Education and experience

- A minimum of two years experience in Human Resource Management
- Graduation from accredited four-year college or university with major coursework in Human Resources management, business or public administration, organizational development, or a related field.
- Experience and education may be submitted for one another

Knowledge, skills, and abilities

- Knowledge of the principles and practice of effective, legal human resource management; including ongoing human resources programs such as employment, compensation, classification, employee relations, benefits, organizational development; and of federal, state, and local laws and regulations governing employment.
- Skill in oral and written communication, and conducting interviews, and handling conflict.
- Skill and using computers and human resource-related software applications.
- Ability to handle multiple tasks and prioritize workload.
- Ability to maintain confidential and sensitive information.
- Ability to explain policies and procedures to employees.
- Ability to establish and maintain effective working relationships with applicants, Elected Officials, employees, and the general public.