Position: **Human Resources Specialist**
Shift: Mon - Thursday 7:30 am to 5:30 pm
Location: Aledo, TX
FLSA Designation: Full Time - Non-exempt

Under the direction of the Human Resource Director, this position aids and facilitates human resource programs and procedures for the company. This position is cross trained in several aspects of Human Resources and serves as a resource for employees and management to maintain a successful working environment for the Company.

The Human Resource Specialist resolves benefits-related problems and ensures effective use of plans and positive employee relations. The position makes sure that certain plans are administered in accordance with federal and state regulations and that plan provisions are followed. The role provides administrative support to the human resource function as needed, including record-keeping, file maintenance and HRIS entry.

**Essential Job Functions:**
The following is a comprehensive list of the duties and responsibilities associated with this position:

- **Employee Administration:**
  - Maintaining and updating employment records related to hiring, transferring, promoting, and terminating
  - Ensuring maintenance and compliance of current and past personnel and medical files to meet government regulations and Company requirements (filing, record retention, etc.)
  - Explaining human resources policies, procedures, laws, and standards to new and existing employees
  - Maintaining confidentiality in all Human Resource Department activities to protect the privacy of employees and management
  - Administering health and welfare plans, including enrollments, changes and terminations. Processing required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
  - Conducting audits of benefits or other HR programs and recommending corrective action
  - Administration of the performance review process

- **Employee Development:**
  - Maintaining records of employee participation in all training and development programs
  - Administration of LinkedIn Learning
  - Preparation of Progression Books and maintenance of records
  - Maintain and review job descriptions for accuracy

- **Risk Management**
  - Develop and administer health and safety programs
• Maintain accident records
• Prepare government reports as to remain in compliance
• Administer random drug and alcohol testing procedures and maintain records
• Maintain labor law posters in all locations

• Recruiting:
  • Working with supervisors to attract and retain the best candidates
  • Coordinating job posts, reviewing resumes, and performing reference checks
  • Coordinate interviews and post interview follow up

• Administration and maintenance of retiree records, benefit plans, and communication
• Administration of 401(k) and pension plans
• Process unemployment forms and address agency determinations to ensure accurate and fair results for the Company and former employees
• Worker’s Compensation maintenance and administration
• Assist in compliance with Federal, State, and local employment laws (excluding safety and environmental laws) to demonstrate the Company’s commitment to our current and future employees
• Stay abreast of HR related education, updates, techniques and products; and make recommendations to ensure a competitive employee benefit package and departmental efficiency
• Develop and maintain relationships with vendors concerning benefits, staffing services and new products and services to provide the Company and employees with appropriate options and value

Requirements
• Requires either:
  • Bachelor’s degree in Human Resources or a related field plus a minimum of two years of related work experience OR
  • Eight years work experience in Human Resources or a related field

• Working understanding of human resource principles, practices, and procedures
• Interpersonal skills:
  • Problem solving skills, organizational skills, ability to work in a team environment and ability to work under critical time deadlines and pressures
• General working knowledge of computers
• Proficient with Microsoft Office Suite
• Good verbal and written communication skills

Physical Requirements:
• Heavy lifting or moving of materials: Rarely – Up to 5 pounds
• Operates Equipment: N/A
• Operates Office Machines: Frequently – PC, Printers
• Standing: Occasionally
• Walking: Occasionally
• Awkward Position (stooping, bending etc.): Occasionally
• Climbing Maximum: Rarely
• Eye-hand Coordination: Rarely
• Location: Indoor 90% of time, Outdoor 10%

All qualified candidates are encouraged to submit their resume to the Human Resources Department by July 24, 2020.

You may email your submission to careers@tcectexas.com or send to the address listed below: Tri-County Electric Cooperative, Inc. Attn: Human Resources 200 Bailey Ranch Rd. Aledo, TX 76008.