



HAYS COUNTY JOB POSTING

Job Title	HR/Payroll Assistant – Human Resources	Job Number	677-0077-032619
Department Head	Human Resource Director	Date Open	March 26, 2019
Salary Range Minimum	\$2,582.63 Monthly	Application Deadline	Until Filled

In order to be considered for employment with Hays County submit the following documents:

- Hays County Employment Application
- Cover Letter
- Resume

Find Hays County Employment Applications at:

- Pre-printed forms at the Hays County Human Resources department
- Request PDF forms from amanda.barrios@co.hays.tx.us via email

You may submit your application documents in any of the following ways:

- Hand-deliver to 712 South Stagecoach Trail, Suite 1063, San Marcos, TX 78666
 - Fax: 512-393-2227
 - Email: amanda.barrios@co.hays.tx.us
-

Education and/or Experience

- Graduation from high school or GED.
- Coursework or equivalent training in the area of business, human resource management, or a closely related field.
- One year human resources or employee benefits experience.
- PHR certification preferred.

Other Qualifications, Certificates, Licenses, Registrations

- Class C Driver's License and maintain an eligible standing.

Responsibilities

- Serves as benefits liaison and provides requested information regarding insurance eligibility and coverage.
- Assists with employee insurance enrollment, COBRA notifications, data entry, and billing reconciliation.
- Ensures benefit documentation records are created and maintained accurately.
- Assists and coordinates monthly New Employee Benefits Orientation and Annual Open Enrollment.
- Maintains FMLA documentation and ensures employees are advised of leave rights and responsibilities.
- Coordinates and communicates training and wellness events.
- Performs general office support and clerical functions for the Human Resources Department.
- Performs other duties as assigned.

Required Skills and Knowledge

- Exceptional skill in exercising discretion and confidentiality practices.
 - Proficient skill in billing reconciliation.
 - Proficient knowledge of the principles, practices, terminology and techniques of human resources and employee benefit administration.
 - Proficient knowledge of federal, state, and local laws and protocols related to county government specifically in human resources management, employment, benefits, FMLA, and worker's compensation.
 - Proficient skill in coordinating, organizing, and prioritizing multiple tasks.
 - Proficient knowledge of windows applications including Microsoft Office Suite.
-

Summary

Under general supervision, performs complex duties and routine administrative duties in direct support of all Human Resources department functions. Work includes providing administrative support and providing assistance with the daily operation of the County Human Resources Department specifically in Employee Benefits.

Hays County is an EEO employer. In compliance with the Americans with Disabilities Act, Hays County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

An offer of employment is contingent upon successful completion of background checks, including reference checks, criminal history, and driver's license checks and driving history.