

# Floresville Electric Light & Power System

## Human Resources Administrator

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### Position Details

Eligible Applicants:	Open to the Public
Job Status:	Full Time
Pay Status:	Non-Exempt
Salary Pay Grade:	212
Reports To:	Chief Operating Officer
Typical Schedule:	8:00 a.m. – 4:30 p.m., Monday through Friday
Open Date:	06-14-2021
Close Date:	Open Until Filled
Advertised Salary:	Annually, depending on qualifications.

### Job Summary

The purpose of this position is to assist with administering and coordinating benefits information, performance reviews and ensuring compliance with the employee policy manual. This is accomplished by administering all benefits plans; assisting employees and supervisors/managers as needed; keeping records for pension plan, posting job openings; coordinating efforts for new employees; ensuring legal compliance; keeping employee files current and confidential; supporting discipline including reprimands; developing positive morale with employees; assisting the Human Resources Generalist; and managing other matters as needed. Other duties include managing, preparing and presenting weekly safety briefings and participating as a member of the Safety Committee; administering the lineman apprenticeship program; assisting and providing information for requests from leadership; making policy and procedure recommendations to senior management; receiving and reviewing bids for employee insurance plans; and preparing reports and surveys, as requested. Additional duties may be assigned, based on organizational need.

## **Essential Functions**

The Human Resources Administrator ensures compliance with employee policies, assists employees with questions and needs, and ensures legal compliance, administers pension plan by managing pension calculations for retirement and terminations; preparing yearly documents for Actuary and Auditor, administers and coordinates all employee benefits programs, coordinate's record keeping and confidentiality of employee personnel records, coordinate's efforts for job postings; applicants and new hires, manages the Safety program and participates as a member of the Safety Committee; provides requested information from outside and inside sources; and makes policy and procedure recommendations to senior leadership and administer the lineman apprenticeship program by maintaining records, enrolling newly hired employees into the program and ensuring all documentation is completed in a timely manner.

## **Minimum Qualifications**

- Bachelor's degree or higher is preferred.
- Five or more years in Human Resources field
- Advanced skills and knowledge in approaches and systems, which affect the design and implementations of major programs and / or processes organization wide.
- Independent judgement and decision-making abilities are necessary to apply technical skills effectively.
- Intermediate-Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement.
- Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

## **Physical Demands and Working Conditions**

The employee will be required to work in an office setting. Physical requirements include, but are not limited to, standing, sitting, walking, lifting to 10 pounds, communicating with co-workers, observing work duties, paperwork, calculator, computer keyboard and telephone incoming calls.