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| Job Title: | | Human Resources and Payroll Officer | | Department: | | | Commissioners Court |
| Hourly Rate | | Up to $22.69/hr | | Immediate Supervisor: | | | Lamar County Commissioners and County Judge |
| Payroll Contact: | | Amber White | | Position Type: | | | Full-time |
| Date posted: | | July 1, 2024 | | Posting Expires: | | | July 11, 2024 |
| Lamar County is an Equal Opportunity Employer  Persons with disabilities are encouraged to request assistance during the application process. Please call the Lamar County Auditor’s Office at 903-737-2486 to request assistance. | | | | | | | |
| Applications can be picked up at the Auditor’s Office or on the website. | | | | | | | |
| Fax or E-mail:  903-737-2451 or lamarcohr@co.lamar.tx.us  Attention: Amber | | | Mail:  Lamar County Auditor’s Office  Attn: Amber  119 N Main Room B05  Paris, TX 75460 | | | | |
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| The Human Resources and Payroll Officer will be responsible for planning, directing and coordinating Human Resources management activities of Lamar County to maximize the strategic use of human resources and maintain functions such as new employee orientation, employee relations, terminations, employee compensation, recruitment, personnel policies, fringe benefit administration, FMLA administration, record-keeping, workers compensation documentation and reporting, wellness programs, and compliance with all applicable local, state and federal statutes. This position will also be responsible for conducting payroll activities that are in compliance with federal, state and local laws, as well as rules and regulations on pay outlined in the Lamar County Employee Handbook. Incumbents will follow any other instructions, and perform any other related duties, as may be required by the Commissioners’ Court or County Judge.  **Essential Duties and Responsibilities:**   * Serve as a link between the Lamar County Commissioners Court and employees by handling questions, helping resolve work-related issues, etc. Communicates all changes and personnel activities to Commissioners Court and/or additional elected officials, department heads, and employees as necessary. Maintains strict confidentiality in dealing with employee records and personnel files including all personnel transactions that occur. Oversees the screening of applicants, including employment physicals and drug and alcohol testing. * Oversee the payroll function for Lamar County and verify payroll is completed correctly, accurately and in timely manner according to all federal, state and local laws. Enters timesheet and general employee information into the payroll system. Complete, verify and file all federal, state and local payroll reports in a timely manner (941 quarterly, Employee W-2, etc.) Respond to requests for assistance regarding departmental vacancies, posting job openings, assist with recruiting and interviewing, where applicable. Oversee the maintenance of records retention according to federal, state and local laws and compile statistical reports. Oversee the planning and providing new employee orientation. Responds to employment classification, salary, and other survey requests from the Department of Labor, the Texas Workforce Commission, and other requesters. * Administer the benefit program for all full-time employees. Serve as the initial contact/resource for employee’s questions regarding health-related issues, supplemental benefits, etc. Serve as the initial contact or representative for Lamar County for all benefit providers and management payment from employees to these providers. Oversees and supervises the reconciliation of insurance billings. Analyze and modify benefits to establish competitive programs and compliance with legal requirements. * Serve as the initial contact and oversee the process of County employment issues that may arise such as FMLA compliance, Workers’ Compensation claims, Unemployment Claims, Fair Labor Standards violation complaints, etc. Advise Elected Officials and department heads on organizational policy matters such as equal employment opportunity, sexual harassment, etc. and recommend needed changes where applicable. Serves as the ADA and Title IV representative for Lamar County and as the Health Insurance Portability and Accountability Act (HIPAA) Privacy Officer. * Provide current and prospective employees with information about policies, working conditions, wages, supplements, and opportunities for promotion and employee benefits through in-house training based on County needs. Assures all appropriate county staff is trained in the interpretation of personnel policies and procedures. * Administers the random drug testing pool program for Federal & Motor Vehicle CDL holders using Disa Works program; Assist with Lamar County Health/Wellness program and provide information to County employees regarding these programs. * Initiates, publishes, and maintains the Lamar County Employee Personnel Policy. Verifies and monitors compliance with personnel policy, laws, and regulations * Initiates and conducts internal investigations regarding safety and personnel issues. Responds to internal or external cases of discrimination. Assures all grievances are administered effectively and responded to in a timely manner. * Assures the services delivered by the Human Resources and Payroll Department meet quality and timeliness standards. * Prepare and follow budget for the Human Resources and Payroll Department. Assists in preparation of work papers for external auditors. * Study legislation, employment laws, legal codes, court procedures, precedents, government regulations, etc. to assess industry trends and attend training periodically to remain current on issues. Communicate new issues/laws to Elected Officials/Department Heads and employees. * Conduct or host trainings as requested by the Lamar County Commissioners’ Court or the Texas Association of Counties. * Regular attendance is required.   **Additional Job Duties**: Any other duty as assigned by the Lamar County Commissioners’ Court.  **Knowledge, skill and education required:**  **Knowledge Required**   * General knowledge of word-processing specifically windows and Microsoft office suite. * General knowledge of Lamar County regulations, policies, and procedures. * Professional knowledge of federal, state, and local laws and protocols related to county government specifically in personnel management, worker’s compensation, and employment especially in Texas State Statutes, Texas Local Government Code, Attorney General Rulings, and Commissioners Court decisions. * Professional knowledge of the principles and practices of modern personnel management and administration. * Professional knowledge of modern business office practices and procedures. * Professional knowledge of the principles and practices of position classification, benefits, retirement, insurance, worker’s compensation, recruitment and selection. * Professional knowledge of the practices, terminology and requirements of a wide variety of occupations. * Ability to work independently with little supervision.   **Required Skill**   * Professional skill in directing and participating in the various personnel activities and to develop long range plans for employee relations programs. * Professional skill in setting a management climate for professionalism and for positive employee morale and motivation. * Professional skill in establishing and maintaining effective working relationships with elected officials, supervisors, coworkers and the public. * Professional skill in grasping the technical, regulatory, and human/political implications of proposed programs, policies, and regulations. * Professional skill in reading, understanding, interpreting, and following federal, state, and local laws and protocols related to personnel and employment issues. * Professional project management skills. * Professional skill in articulating the concerns of County employees, to anticipate policy problems and accomplish the County’s objectives despite regulatory, fiscal, and/or bureaucratic obstacles. * Professional skill in documenting, reading, understanding and maintaining personnel records. * Professional skill in negotiating and persuading individuals. * Professional skill in customer service. * General skill in reception, telephone etiquette and customer relations. * General skill in operating standard office equipment, such as personal computers, calculators, and telephones. * General organizational skills. * General skill in expressing oneself clearly and concisely, both orally and in writing.   **Education and/or Experience**   * Requires a High School graduation or GED equivalent supplemented by two (2) years of experience in human resources, benefits administration, payroll processing, or possession of any equivalent combination of education, training, and experience. * Bachelor’s degree in public administration, human resources management, business administration, psychology, or a closely related field preferred. Five years professional personnel management or labor relations experience including one-year supervisory experience or any equivalent combination of experience and training preferred. * Knowledge of county government preferred. * Two years Human Resources experience preferred including salary compensation analysis. * Excellent interpersonal, oral and written communication skills. * Ability to maintain a high level of confidentiality. * Strong computer skills in Excel, PowerPoint, Word, Zoom, Skype, scheduling conference calls and employment application tools. * PHR or SPHR certification preferred. * Class C driver’s license or State ID required. * Ability to maintain continuing education requirements for the State of Texas. * Other Qualifications, Certificates, Licenses, Registrations   **Guidelines**   * The Human Resources and Payroll Officer uses judgment in interpreting and adapting guidelines such as Lamar County policies, state and federal regulations, established precedents, and work directions. This employee uses these guidelines for application to specific cases and problems. * The Human Resources and Payroll Officer is responsible for planning and carrying out assignments, resolving conflicts, and determining the approach and methodology to be used. * This Position and Commissioners’ Court, in consultation, develop the deadlines, projects, and tasks to be completed. The Commissioners’ Court is informed of progress, potentially controversial matters, and assists this position with unusual circumstances that do not have a clear precedence. * The Human Resources and Payroll Officer must analyze the results and recommend changes. This position must have a strong work ethic. This employee must follow directions, meet deadlines, have good attendance, be punctual, keep promises, be reliable, and have a proper attitude. Must be available to communicate during working hours.   **Emotional Demands**  This position must handle a high stress level of dealing with some argumentative or emotional contacts within the general public and Lamar County departments. The Human Resources and Payroll Officer meets with contacts in a structured setting at Lamar County facilities. The contacts are generally cooperative however, this position may have to persuade, influence, motivate, or control situations where individuals may be fearful, skeptical, or uncooperative.  **Working Conditions:**   * Able to work additional hours and attend conferences either local or various locations throughout the state; * Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. * Subject to occasional work beyond normal workweek (8 a.m. – 5 p.m. Monday – Friday) * May be subject to travel * Must be able to bend, sit, stoop, reach overhead, climb ladders, and move objects up to 25lbs   Extended periods of data entry work may be sufficient to cause some discomfort | | | | | | | |
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