



1954 E. Houston., Suite 104 / San Antonio, Texas 78202
(210) 225-0071 • Fax (210) 225-6976

POSITION DESCRIPTION

| | | | |
|---------------------|-----------------------------|-----------------------|------------------------|
| TITLE | Human Resources Specialists | e-mail resume: | jobs@habctx.org |
| SUPERVISOR | Director | DEPARTMENT | Operations |
| REGULAR/TEMP | Regular | FULL/PART | Full-time |

We are looking for a **Human Resources Specialists** to support the operations of **Housing Authority of Bexar County**. The HR Specialist will act as the first point of contact for HR-related queries from supervisors, employees, and external partners. The main administrative duties include recruiting, payroll processing, maintaining personnel records, managing HR documents, and updating internal databases. In addition to protecting sensitive employee information, HR must maintain confidentiality about management or business information that is not available to nonmanagement employees or outsiders.

The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties, and skills may be required and assigned, as needed. These essential functions require presence in the workplace on a regular basis and regular attendance must be maintained.

Responsibilities

- Responsible to provide HR policy guidance and interpretation.
- Work closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- Conduct sourcing and screening viable candidates for open positions.
- Ensure timely scheduling of applicants and reviews and develops interview questions, scenarios, or assessments and in making job offers.
- Establish strong partner relationships with the career offices of local universities and workforce agencies.
- Monitor attendance for all employees, including managing vacation & PTO balances.
- Manage the time clock system (ADP), enter new employees, correct time clock entries, maintain employee schedules and process payroll.
- Process Notification of Employee Status forms in accordance with policy for all changes to an employee's profit center, department, position, rate/salary, benefit status, and weekly hours.
- Administer benefit programs, work with our Broker to ensure employees are on the correct insurance plans, audit and pay the insurance bills, ensure payroll deductions are correct in the payroll system.
- Update company policies, employee handbooks, job descriptions, new hire training manuals.
- Liaise with external partners, like insurance vendors, and ensure legal compliance
- Answer employee's queries about HR-related issues
- Verifies accuracy and completeness of employee's new hire paperwork/packet.
- Maintain employee personnel files from date of hire through termination.
- Verifies employee Separation Statement is complete, approved, and submitted timely.
- Processes terminated employees out of the time and attendance, payroll processing, and benefits management systems.
- Ensures benefit eligible employees receive proper payout of vacation benefits upon termination.
- Ensure new hire and termination paperwork is complete, approved, and entered timely in the payroll systems.
- Assists employee with benefit elections upon hire, during open enrollment, or in the case of a qualifying event.
- Files employee personnel folders and paperwork timely.
- Create reports as needed.
- Other duties as assigned.

Requirements

- Proven work experience as an HR Administrator, HR Administrative Assistant or relevant role
- Excellent Microsoft Excel experience is required.
- Experience with ADP Workforce Now
- Computer literacy (MS Office applications, in particular)
- Excellent organizational skills, with an ability to prioritize important projects
- Strong phone, email and in-person communication skills

Job Type: Full-time

Education and Experience:

- Bachelor's Degree in related field Preferred (or) 3-5 years of equivalent experience in payroll and HR law for 30+ employees
- Previous payroll/human resource experience required
- Proven experience with biometric time and attendance software, experience with Attendance on Demand a plus
- Must maintain strict confidentiality of sensitive employee and company information
- Must be able to work weekends and/or holidays to finalize payroll for processing, if necessary
- Must be extremely organized
- Must have a strong attention to detail
- Must be able to multi-task and complete tasks while getting interrupted by in-person employee visits or phone calls
- Strong oral and written communication skills required
- Strong work ethic and team player
- Flexible and adaptable to succeed in a growing and dynamic decentralized environment
- Strong problem-solving and analytical skills
- Be respectful of management and fellow co-workers
- Proficient in Microsoft Word, Excel, and Outlook

EQUIPMENT AND SYSTEMS OPERATED

- Personal computer/Word Processing/Spreadsheet software.
- Standard office equipment.
- Ability to type 40 wpm.

ADDITIONAL WORKING CONDITIONS

- Requires availability to work beyond normal workday (when needed).
- Work environment consists substantially of indoor office activities performed in heated/air conditional setting.
- Position requires the need to sit, stand, bend and/or stretch for extended periods.
- Requires lifting, carrying and/or pushing up to 10 pounds.
- Occasional travel to various work locations in all weather conditions.
- Frequent repetitive hand movement (e.g. typing).
- Appointees will be required to possess a valid driver's license and be insurable according to agency guidelines only if the operation of a vehicle, rather than employee mobility is necessary to perform essential duties of the position.

Responsibility for Confidential Matters:

The employee will not have access to sensitive information, including tenant identification information, EIV, SSN's, financial information, criminal history records, credit history, and tenant wage records., However, if such information is provided The employee must ensure all confidential information is secured at all times.

Mental and Physical Abilities:

The mental and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position open until filled

HABC is an equal opportunity employer that values diversity at all levels. All individuals, regardless of personal characteristics, are encouraged to apply.

This job description is subject to change and in no matter states or implies that these are the only duties and responsibilities to be performed. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills and abilities to perform the job will be considered.

Date Approved: