

Job Title: Human Resources / Payroll Officer

Location: Jack County, Texas

Salary Based on Experience: \$44,651 - \$51,830 Annual

### Job Overview

This individual will oversee all HR functions, including onboarding and offboarding employees, employee payroll, managing employee benefits, handling workers' compensation claims, addressing medical and health insurance issues, and ensuring smooth open enrollment processes. Additionally, the individual will implement a monthly wellness program in coordination with partnering agencies to promote a healthy lifestyle for all employees.

### Key Responsibilities

#### 1. Employee Onboarding and Offboarding

- Manage all initial paperwork for new hires, ensuring compliance with county policies and state regulations
- Oversee the preparation of termination paperwork for employees leaving Jack County
- Conduct exit interviews and maintain accurate records of employee departures

#### 2. Payroll

- Process payroll
- Maintain payroll records
- Process W-2 forms
- Process 1099s
- Process and report quarterly payroll records to federal and state agencies

#### 3. Benefits Administration

- Serve as the primary contact for all employee health insurance matters, including troubleshooting coverage issues, providing guidance on plan options, and assisting employees with health insurance-related inquiries
- Process ID card requests, add/remove dependents, and make other benefits changes as needed throughout the year
- Coordinate and manage annual open enrollment processes, ensuring employees understand their benefit options and changes
- Facilitate employees' understanding of available benefit packages, including life, dental, vision, and disability insurance
- Process and manage employee retirement benefits through the Texas County and District Retirement System

#### 4. Workers' Compensation and Injury Claims Administration

- Administer workers' compensation claims and manage all injury-related cases, ensuring timely and accurate reporting
- Collaborate with legal teams, county officials, and medical providers to ensure smooth claims processing
- Assist employees with any medical or injury claims, ensuring they are supported throughout the claims process

#### 5. Unemployment Reporting and Claims Administration

- Administer unemployment claims and ensure timely and accurate reporting
- Process quarterly and yearly unemployment reports

#### 6. Wellness Program Implementation

- Implement a monthly wellness initiative to promote healthy lifestyles and wellness among county employees
- Develop monthly focused wellness topics (heart health, diabetes prevention, nutrition, fitness, etc.) coordinating wellness programs and activities to encourage participation
- Partner with area agencies to design and promote health and wellness programs relevant to county employees
- Monitor and evaluate the effectiveness of wellness programs, making adjustments as necessary to improve employee engagement

#### 7. Compliance and Reporting

- Ensure compliance with federal, state, and local labor laws, including maintaining accurate records of employee status and benefit enrollments
- Maintain confidentiality and secure handling of sensitive employee information and medical data
- Prepare and submit reports to county leadership, summarizing HR activities, trends, and program outcomes
- Develop and update HR policies and procedures as necessary

#### 8. Employee Relations

- Act as a resource for employees regarding HR-related concerns, conflicts, and grievances
- Mediate employee disputes and conflicts as necessary, ensuring resolution in alignment with county policies
- Facilitate and lead employee training and development efforts when needed

## 9. General HR Duties

- Provide ongoing support to department heads regarding HR practices and procedures
- Manage and maintain personnel records for all Jack County employees
- Update and maintain The Jack County Employee Handbook
- Coordinate and facilitate Employee Drug Testing
- Ensure the HR department provides excellent customer service to all employees.

## 10. Data Analysis & Reporting

- Utilize HR analytics to assess and report on key HR metrics, including turnover, employee engagement, and hiring trends
- Use data-driven insights to inform HR decisions and drive organizational improvements
- Prepare and present HR-related report to Department Heads and Commissioners Court as needed

## Preferred Qualifications

- Bachelor's degree in Human Resources, Business Administration, or a related field; relevant experience may substitute for education
- Minimum of 3-5 years of experience in human resources
- 2 years in a leadership or management role
- Thorough knowledge of federal and state employment laws
- Strong interpersonal and communication skills, with the ability to interact with employees at all levels
- Experience with employee benefits administration, including health insurance and workers' compensation claims
- Proficiency with computer skills
- Experience in developing and promoting wellness programs is preferred

## Desired Skills and Attributes

- Demonstrated ability to maintain confidentiality and handle sensitive employee data
- Excellent problem-solving and conflict-resolution skills
- Strong organizational skills and attention to detail
- Ability to manage multiple tasks and priorities simultaneously
- A passion for employee wellness and promoting a healthy workplace culture
- Experience coordinating with partner agencies

## Work Environment

- This position typically works in an office environment, but occasional travel will be required to coordinate with external agencies or attend training