



Human Resources / Payroll Specialist
FLSA Status: Non-exempt

Description:

The City of Schulenburg is currently seeking qualified applicants for the position of **Human Resources/Payroll Specialist** to perform duties essential to maintaining employee records, executing payroll, and providing customer service at City Hall.

Duties:

- Perform all functions of payroll both bi-weekly and semi-monthly.
- Manages personnel files, leave tracking, and employee certifications.
- Coordinates employee hiring, onboarding, and termination processes.
- Supports employee benefit enrollments and acts as liaison with providers.
- Assists the City Administrator in drafting and maintaining personnel policies.
- Ensures compliance with local, state, and federal employment laws.
- Assists in handling employee grievances and supports conflict resolution efforts.
- Coordinates and tracks employee training and professional development.
- Files all human resources related reports monthly and quarterly.
- Organize and pay monthly employee benefits premiums.
- Occasionally answer phones and provides front desk customer service.
- Any other related duties as assigned.

Requirements:

Bachelor's Degree in Human Resources management or a related field, and/or at least five (5) years of experience in human resources management *or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities to conduct the duties listed above. Experience with ERP Pro (Incode) 9 or 10 is preferred.

Knowledge of:

- Human resources laws and practices
- Payroll laws and practices
- Records retention for personnel files
- Human resources office practices

Skill and Ability to:

- Communicate effectively, both orally and in writing.
- Establish effective working relationships with co-workers.
- Write clear, accurate, and timely documentation.
- Exercise sound judgment in interpretations and decisions; able to establish and maintain effective working relationships with peers, clients, citizens, and vendors.

Physical Requirements:

Physical ability to lift and maneuver up to 25 lbs. (i.e. boxes, files, etc.), ability to bend and reach, ability to look at a computer screen for extended periods of time, ability to sit in a chair for extended periods of time in addition to standing for extended periods of time.

Benefits:

- Paid Health Insurance (Dependent Assistance Available)
- 2:1 matching retirement benefit (Texas Municipal Retirement System)
- Paid Dental and Vision Insurance
- Paid Life Insurance
- Paid Vacation (Two weeks)
- Paid Holidays (15 per year)
- Paid Sick leave
- Longevity Pay
- Education / License Pay

Applicants can apply online at schulenburgtx.org or email resumes to m.florus@schulenburgtx.org, or apply in person at City Hall.