



JOB POSTING

Job Title: HR Generalist
Location: Kaufman
Posting Date: 1/9/2023 until filled

Summary

The HR Generalist is responsible in the following functional areas: benefits administration, employee relations, performance management, onboarding, and recruitment.

Responsibilities and Authorities

Within the limits of approved board policies, operating guides and procedures, assumes responsibility and has commensurate authority for the following activities:

- Administer health and welfare plans, including enrollments and terminations. Process required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions.
- Manage annual benefit enrollments. Arrange for distribution of plan summary materials and required notices, assist with communicating changes to employees and arrange for onsite representation by providers. Conduct employee presentations. Process changes within deadlines.
- Process monthly billings from insurance providers. Review billings for accuracy, codes and advances for payment. Resolve any discrepancies with providers.
- Coordinate and assist with ACA and ERISA benefits reporting requirements.
- Processes workers' compensation and unemployment claims.
- Assists with the review and evaluation of benefit proposals for presentation to management and Board of Directors.
- Ensures accurate records are maintained for employee personnel files, employee benefit plans and workers' compensation. Assist with the maintenance of such records to ensure confidentiality and accuracy, and that any filing or retrieval of records are performed in accordance with policy and state or federal requirements.
- Provides a coaching style of employee guidance that promotes growth. Identifies opportunities for improvement and implement plans to develop employees to reach their greatest potential.
- Assists supervisors and managers with performance evaluation, employee coaching and termination processes.
- Stays current of state and federal employment compliance requirements. Reviews changes in laws and reports necessary or suggested changes to the department head.
- Assists in the implementation of employment policies and procedures.
- Conducts recruitment efforts and facilitates on-boarding of new employees.

- Facilitates employee performance management
- Updates and maintains job descriptions annually or as needed.
- Conduct exit interviews with employees and retrieve cooperative property. Processes benefit changes and enrollment in COBRA and any other required programs.
- Assist and conduct employee informational meetings and events.
- Facilitates employee relation events.
- Exercises a high degree of discretion and emotional control during periods of extreme stress in working with members, Board members, employees, and other individuals, any of whom may be from diverse cultural backgrounds, and diverse socioeconomic backgrounds, as well as working with professional staff, regulatory staff, and oversight agencies.
- Assists in the administration of the Lineman Apprentice Advancement Program.
- Performs administrative duties in the absence of the Administrative Assistant.
- Exercises a high degree of discretion and emotional control during periods of extreme stress in working with members, Board members, employees and other individuals, any of whom may be from diverse cultural backgrounds, and diverse socioeconomic backgrounds, as well as working with professional staff, regulatory staff, and oversight agencies.
- Perform any other duties as assigned by the Director of Corporate Services, Assistant General Manager/COO and/or the General Manager/CEO.

Education

A high school diploma or GED is required. Professional certification of PHR, SPHR, SHRM-CP or SHRM-SCP is preferred

Experience

Minimum of two years of HR experience.

Job Knowledge

Must have a thorough understanding of the Cooperative and operation of an electric cooperative and must be skilled in the areas of organization and planning. Must have knowledge of current federal, state and local laws as they relate to this position.

Abilities

The ability to organize work to meet deadlines is essential. The ability to communicate effectively with others, both orally and in writing is essential. Must be able to speak publicly at a wide variety of functions. Must possess demonstrated leadership skills and an established record of motivating and empowering employees in formulating innovative solutions to problems. Must pay close attention to details. Must be able to read and write. Must be able to complete basic arithmetic problems accurately. Must possess computer skills. Must be able to maintain confidentiality with access to Cooperative, employee, and member information. If required to drive, must possess a valid driver's license and remain insurable by Cooperative automobile insurance carrier.

Working Conditions

Must be able to work outside of regular schedule to maintain operations as required. General office environment. Will travel frequently within the service area and within the state. Will occasionally be required to travel nationally.

Physical Requirements

Light work, requiring exertion of up to 20 pounds of force occasionally and/or up to 10 pounds of force more frequently. Lifting and carrying of 10 to 50 pounds occasionally. Job requires sitting majority of the time. Primarily inside work at desk. Must be able to use office equipment such as a copier, computer and

printer. Hazards include electrical and mechanical. Some exposure to dust and dirt. May be required to work outdoors for events or certain circumstances.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Due to the nature of an electric utility, all employees are subject to working extended hours, holidays, nights, and weekends with or without notice.

How to Apply

- Internal candidates are to notify the Human Resources Department of their interest.
- External candidates may apply at any TVEC office, www.tvec.net, submit resume to P.O. Box 888, Kaufman, TX 75142 or email to addresses below:

Elizabeth Gutierrez-Grimes
gutierreze@tvec.coop
fax: 469-376-2241