



EMPLOYMENT OPPORTUNITY

Job Title: Human Resources Director
Department: Human Resources
Job Location: Anahuac
Annual Salary: \$65,831.80 - \$85,855.22
Application Period: February 28, 2023 - until filled

Job Summary: The Human Resource Director is directly responsible for the overall administration, coordination and evaluation of the human resources functions including, but not limited to: staffing, training and organizational development, employee relations, benefits and risk management.

Duties include, but are not limited to:

- Researched, drafts, recommends and upon approval, implements approved personnel programs, policies and procedures for county employees, ensuring compliance with Federal, State and local laws;
- Responds to employee relations issues such as employee complaints, corrective action issues, harassment allegations, and retaliation complaints;
- Provides guidance to Commissioners Court and employee on HR related concerns;
- Ensures the maintenance of accurate and complete personnel records and confidential files;
- Maintains protected health information files in accordance to HIPPA;
- Submit first report of injury, wage statements, and supplemental reports on injured workers;
- Ensures the compliance with COBRA and FMLA laws and regulations;
- Performs such other related duties as may be assigned;

APPLICANTS MUST MEET THE FOLLOWING QUALIFICATIONS:

1. A valid Driver's License;
2. Bachelor's degree in Human Resource Management, Business Administration, Public Administration or closely related field, plus at least four years of experience in Human Resources
3. Society of Human Resources Management – Certified Professional or must be able to obtain within one year of employment.
4. Any applicant conditionally selected for this position will be required to submit to a background, physical and drug testing before commencing employment.

Please apply at:
Human Resources Department
404 Washington Ave
Anahuac, TX. 77514
409.267.2457
Fax: 409.267.8471
Employment@chamberstx.gov