

# WACO HOUSING AUTHORITY & AFFILIATES

## POSITION DESCRIPTION

**TITLE: Human Resource Officer**

**EXEMPT**

**SUPERVISOR: Vice President of Financial Services**

### **Duties and Responsibilities**

Responsible for maintaining the Authority's accounting and human resources personnel records. Primary duties include processing and maintaining employee personnel records and benefits and processing payroll. However, this position will be called on to perform accounting verification, preparation, and reconciliation tasks as needed.

Administers compensation and benefits programs based on acceptable practices and applicable laws.

Provides information to supervisors for employee evaluation requirements and review of paid time off.

Maintains personnel records and acts as a consultant to management to alleviate morale problems, to promote general goodwill and to foster an efficient and effective working environment.

Establishes systematic procedures and record keeping systems for optimum efficiency.

Responsible for posting job vacancies and assuring compliance with policies, rules, and regulations.

Implements policy and procedures related to Workmen's Compensation incident reporting and performance monitoring. Assists in monitoring insurance premium costs and reporting.

Reports all accident and liability claims to current insurance carrier and furnishes updated reports to management staff.

Enrolls eligible employees in retirement and health plans, informs them of all changes in plans and maintains computer listing on employees, insurance, retirement and salary budgets.

Maintains Personnel Handbook, Personnel files and orientation of new employees.

Works closely with President/CEO on Personnel matters.

Adheres to Drug Free Workplace Policy and ensures employees compliance concerning background checks.

Assists in ensuring job skills, knowledge, and abilities, and job descriptions are kept up to date.

Assists in ensuring compliance concerning WHA's Safety Program.

Adheres to special regulations governing wages, hours of work and eligibility criteria for benefit plans.

Maintains employee's annual, sick and compensatory time records.

Collects employee timesheets and reconciles to benefit leave slips. Computes payroll for all Authority employees and maintains supporting records. Posts leave requests to daily time sheets.

Reconciles all payroll deductions to general ledger and billing statement, if applicable. Prepares vouchers for payment submitting on-line payments as required.

Maintains retirement deduction spreadsheet and sends along with payment to the Housing Agency Retirement Trust.

Provides information and assists in preparing budgets and other required periodic reports concerning related payroll cost.

Prepares and files 941 Employer's Quarterly Federal Tax report for FICA and income tax withholding and Texas Workforce Commission Employer's Quarterly Wage Report.

Prepares and files the annual W-2 forms and related reports.

Performs other duties as assigned.

### **Qualifications and Knowledge**

Two-year Associate degree in Accounting and or Human Resource from an accredited college, university, or graduate of a licensed business college. Four years of processing payroll and human resources, or an equivalent combination of education and experience.

Understanding of HIPAA Privacy Rule.

Good knowledge of HUD regulations and Authority policies, procedures and practices.

Considerable knowledge of Fair Labor Standards Act, Civil Rights Act of 1964, Family Medical Leave, ERISA, COBRA and employment practices and procedures.

Knowledge of Federal and State Labor Laws, insurance practices and procedures and Workmen's Compensation state law.

Ability to coordinate several concurrent activities simultaneously and exercise considerable discretion in the performance of duties.

Ability to exercise good judgment, perform well under pressure and make sound decisions.

Knowledge of general office policies, procedures, practices, business English and arithmetic.

Skill in operating computer equipment and general office machines.

Ability to communicate clearly and concisely, both orally and in writing.

Ability to establish and maintain effective, confidential, and courteous relationships with other employees, vendors and other business contacts in person and on the telephone.

Bondability.

Valid Texas driver's license.

Eligibility for coverage under PHA fleet auto insurance.

### **Supervision Received and Given**

The employee receives instructions from the Vice President of Financial Services. Courses of action, deadlines, and priorities are established by procedure, the supervisor, or the employee, depending on the assignment. Routine, personnel duties are initiated by the employee without supervisory direction. Instructions to the employee may be general or specific in nature. Problems or situations not covered by instructions are usually referred to the supervisor for resolution. The employee's work is reviewed periodically for accuracy, completion, and compliance with policies and procedures.

The employee has no supervisory responsibilities.

### **Guidelines**

The employee refers to Authority, HUD guidelines, to the Authority's Personnel Policy Handbook, and to computer accounting applications manuals in performing work. These guidelines cover most job-related situations although the employee occasionally is required to use independent judgment in making decisions. If guidelines do not cover a situation, the employee consults the supervisor or makes a decision based on the circumstances.

### **Complexity**

The employee performs a wide variety of routine and generally related tasks. The course of action is determined by established procedure, the supervisor, or the employee. Tasks may occasionally have to be coordinated, integrated, and/or prioritized. Some cases involving personnel issues may be difficult to accomplish and require resourcefulness and extra effort by the employee. The employee may make decisions regarding unusual circumstances on occasion.

## **Scope and Effect**

The employee's work affects Authority employees, vendors, and residents. Successful accomplishment of tasks by the employee ensures that: (1) adequate sources are available for goods and services; (2) management is provided accurate and timely financial and other information to make informed decisions; and (3) vendors are paid in a timely manner.

## **Personal Contacts**

Most of the employee's contacts are with Authority personnel and outside agencies. Contacts are made: (1) to give, obtain or clarify information regarding employment opportunities, benefits, legal issues, resolve problems; and (2) provide assistance to other Authority personnel.

## **Physical Demands**

Work is principally sedentary, but may involve some physical exertion, such as kneeling, crouching, or lifting to obtain files and records, and eyestrain from working with computers and other office equipment.

## **Work Environment**

Work involves the normal risks and discomforts associated with an office environment, but is usually in an area that is adequately heated, lighted and ventilated.