

Date Posted:

Texas Head Start Association

JOB OPPORTUNITY POSTING

Job Title: Human Resources Associate

Employer/ Agency: GCCSA – Gulf Coast Community Services Association

Job Description:

The primary scope of this position is to coordinate administrative activities and generate, process and maintain data and information applicable to personnel record keeping, employee documentation and responsible for the input of personnel actions (i.e. relevant employment information, i.e., skills, credentials, education, etc.) into the HR/Payroll ABRA system. FMLA administrator, coordinating all tracking of FMLA-related documents, HR/Payroll database manager to include the creation, generation of queries and all required personnel reports.

- Maintain the Human Resources Records System to include inventory of documentation from personnel files, confidential files, benefits files and automated files.
- Track material removed from files in order to ensure that borrowed files are returned.
- Gather, find, add and retrieve materials from files in response to requests from authorized users.
- Create organizational data storage systems to ensure regulatory compliance related to FLSA, FMLA, Performance Standards and any other required sources.
- Conduct monthly audits (via personnel files and automated databases) to ensure that all documentation is in compliance and included in an organized and accurate manner.
- Administer the FMLA program for all Agency staff.
- Process all personnel actions (new hires, terminations, promotions, reclassifications, transfers, leaves of absence) into the HR/Payroll ABRA system while ensuring accuracy of necessary and completed forms.
- Maintains an interactive working relationship with the Payroll office to resolve benefit/pay-related issues, using independent judgment and decision-making skills.
- Performs all employment and salary verification for existing and terminated employees, as required.
- Create, compile, manipulate and analyze data and reports related to salary analysis, termination and hiring statistics, as well as other reports as assigned by the Human Resources Manager, for internal or external purposes.
- Provide back up for the Human Resource Benefits Specialist in the completion of employment and benefit related tasks.
- Coordinate the paperwork process for licensing central registry checks.
- Present/Explain and Coordinate the completion of the required new hire paperwork through the New Employee Orientation process.
- Attend Job Fairs as a spokesperson for the Agency regarding recruitment efforts and Agency programs.
- Visit the Agency off-site locations in order to ensure the compliance of proper and necessary documentation maintenance.
- Assume other duties as assigned by the Human Resources Manager.

Qualifications:

An Associate's Degree or related education plus relevant work experience. Knowledge of Human Resources policies and procedures. Must have the ability to hold confidential, sensitive and proprietary information.

Hours: Varies, but generally M-F; 8-5

Salary: \$23,815.00 - \$32,815.00 (DOE)

Send your resume and cover letter to:

All applicants who meet the minimum qualifications for the posted position must complete an official GCCSA online employment application on our website at <http://tinyurl.com/2evm46v>. (Please click the link.) OR visit www.gccsa.org to apply online.

Address: 9320 Kirby Dr.

City, State, Zip: Houston, TX 77054

Telephone: 713-393-4700

Fax:

E-mail Address: recruiter@gccsa.org

Application Method Preferred: All applicants who meet the minimum qualifications for the posted position must complete an official GCCSA online employment application on our website at <http://tinyurl.com/2evm46v>. (Please click the link.) OR visit www.gccsa.org to apply online.

Opening Date: January 27, 2012

If your response to this job posting results in successful employment, please email THSA at webmaster@txhsa.org with the hiring details of your new job opportunity. Thank you