

## MANAGER - HUMAN RESOURCES

Manages all human resources activities including employment, compensation, benefits, and recordkeeping to ensure compliance with regulations. Supervises daily activities of human resources personnel and employment related activities. Maintains company compensation program. Oversees administration of employee benefits programs. Maintains and implements human resources policies and procedures. Assesses employee training needs and develops or arranges for training.

### Essential Job Functions

- Manages all human resources activities including employment, compensation, benefits and recordkeeping to ensure compliance with regulations.
- Supervises daily activities of human resources personnel by scheduling and assigning work, checking quality of work, answering questions, handling personnel issues and monitoring work flow to ensure timely completion of activities.
- Oversees employment-related activities including recruiting, hiring, orientation, disciplinary actions and terminations to ensure compliance with state and federal regulations affecting employment.
- Maintains company compensation program including salary ranges, pay-related policies, performance management systems and processes used for payroll adjustments.
- Maintains employee records including salary and benefits data, performance and disciplinary action records, and other information in accordance with regulations.
- Maintains and implements human resource policies and procedures in accordance with changes in regulations.
- Oversees administration of employee benefits programs to ensure timely and accurate enrollments. Resolves escalated benefits questions and issues by conferring with vendors and employees as needed.
- Assesses employee training needs and develops or arranges for training.
- Monitors worker's compensation claims and coordinates correspondence and contact between employee and insurance carrier. Updates OSHA reports as appropriate.
- May chair company safety committee.
- Reviews and recommends overall risk management strategies, as well as evaluate and implement commercial insurance products to minimize costs while managing the risk of major claims to the Company for areas such as general liability, automobile, property, and Directors' and Officers' coverage. This may include representing the company in hearings and legal proceedings associated with claims either filed against or on behalf of the company.
- Leads company compliance with all existing governmental and labor legal and government reporting requirements including any related to the Equal Employment Opportunity (EEO), the Americans With Disabilities Act (ADA), the Family and Medical Leave Act, Employee Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, the Occupational Safety and Health Administration (OSHA), and so forth. Maintains minimal company exposure to lawsuits.
- Prepares information requested or required for compliance with laws. Approves all information submitted. Serves as the primary contact with the company employment law attorney and outside government agencies.
- Protects the interests of employees and the company in accordance with company Human Resources policies and governmental laws and regulations. Minimizes risk.
- Performs all other related duties as assigned by management.\*

### Knowledge, Skills and Abilities

- Knowledge of human resources principles and practices.
- Knowledge of state and federal human resource laws and regulations.
- Knowledge of company policies and procedures.
- Knowledge of management principles and practices.
- Knowledge of company products and services.
- May require knowledge of payroll principles and practices.
- Skill in operating office equipment.
- Skill in oral and written communication.
- Skill in handling sensitive situations in a professional manner.
- Ability to communicate with employees and various business contacts in a professional and courteous manner.
- Ability to organize and prioritize multiple work assignments.
- Ability to negotiate with others and resolve conflict.
- Ability to maintain confidentiality.
- Ability to pay close attention to detail.
- Ability to make sound decisions using information at hand.
- Ability to create a team environment and sustain employee morale.

### Education and Experience

Bachelor's degree in human resources, business administration, related field, or equivalent plus five to seven years of experience in human resources management. PHR and/or SPHR designations desirable. Experience with NTCA/United Healthcare benefits highly attractive.

### About HCTC

Hill Country Telephone Cooperative (HCTC) was formed in 1952 and is headquartered in Ingram, Texas. As the incumbent telephone company, it serves 15 locales in the Texas Hill Country. Additionally, HCTC has competitive operations in Kerrville, Fredericksburg, Mason, Junction, Sonora, and Stonewall. It's workforce of approximately 110 employees perform all activities necessary to provide Telephony, Broadband, Business Systems, Data Center, Security, Specialized IT Support and other miscellaneous services within its geographic area of operations.

### Company Benefits Package

Health insurance, 401(k) plan, retirement plan, vacation and sick leave, life insurance, and short and long-term disability.

### Job Location

Ingram, Texas

### Salary Range and Work Hours

Compensation is commensurate with experience.  
40 Hours Per Week

### Deadline

This position may be filled at any time.

### NO PHONE CALLS PLEASE

[Click here to download an application.](#)

Submit application and resume to the attention of Human Resources.

**Mail:** Hill Country Telephone Cooperative, Inc.  
P. O. Box 768, Ingram, TX 78025  
**Hand-Deliver:** 220 Carolyn Street, Ingram, Texas  
**FAX:** 830-367-5994  
**Email:** [personnel@hctc.net](mailto:personnel@hctc.net)



*This institution is an equal opportunity provider and employer.*