



# Trinity Valley Community College

## Job Description

### HR and Benefits Generalist

#### **COMMITMENT TO MISSION**

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

#### **PRIMARY PURPOSE:**

Develops and maintains employee training and development programs. Maintains and communicates HR process and procedural documentation. Performs compensation analysis including salary survey data collection and analysis; issues employment offer letters and contracts, salary statements, and other compensation related documents. Processes all employee benefit plans administered by TVCC or third party administrators including ERS, TRS, ORP, 457, 403B, FMLA, Worker's compensation, and unemployment.

#### **REPORTS TO:**

Director of Human Resources

#### **SUPERVISES:**

None

#### **EDUCATION AND EXPERIENCE QUALIFICATIONS:**

##### **EDUCATION REQUIRED:**

Bachelor's Degree in a business or management related field or an Associate Degree plus five years' experience in state agency or higher education employment procedures.

##### **PREFERRED:**

Master's degree in a business or management related field

##### **EXPERIENCE REQUIRED:**

##### ***Required:***

Three (3) years' experience at a state agency or institution of higher education.

##### **PREFERRED:**

Five (5) years' experience in training and development, project management, and creative website development. Use of ERP or other database computing systems, Image Now or other document storage systems, Web Ex or other telecommunication video chat applications.

#### **OTHER LICENSES OR CERTIFICATIONS:**

None

#### **KNOWLEDGE AND SKILLS REQUIRED:**

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and/or customer service skills
- Public Speaking/Presenting
- Budget and Accounting Principles
- Basic Math
- Analyze situations and problems
- Monitor Important and Complex Projects Concurrently
- Critical Thinking
- Attention to detail
- Time management
- Federal regulations and directives
- Operational systems and procedures
- Compliance law
- Organization

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

#### RESPONSIBILITIES:

- Develop, document and maintain HR processes and procedures; communicate processes and procedures to college community.
- Enhance and maintain HR website for the purpose of communicating accurate information for institutional and public consumption.
- Assist in maintaining system-wide training modules for complying with personnel training requirements under federal and state law such as Title IX, discrimination, sexual harassment and other similar programs.
- Assist in the development, implementation and maintenance of organizational training programs.
- Assist in compiling documentation and/or files for the purpose of audits, i.e., I-9 audits, MVR Audit, personnel files for various accreditation audits, and other similar audits and reviews.
- Perform general compensation analysis.
- Process all FMLA requests
- Process 1095's
- Respond to and conduct salary surveys; compile data and analyze responses.
- Recommend survey-based salary ranges to Director of Human Resources for salary study purposes.
- Issue employment offer letters in a timely and accurate manner.
- Issue employment contracts and salary statements in a timely and accurate manner.
- Provide data for employment, and compensation related reports.
- Attend meetings as requested by supervisor.
- Serve as back up for other departmental staff during break periods or absences.
- Coordinate health insurance benefit programs including the state group benefit plan managed by Employees Retirement System of Texas (ERS).
- Coordinate retirement plans including Teacher Retirement System of Texas (TRS), Optional Retirement Program (ORP), 457 and 403b through third party administrators and vendors as needed.
- Coordinate worker's compensation program and facilitate filing of appropriate claims.
- Respond to unemployment claims and pay related quarterly invoices.
- Review changes to state and federal laws pertaining to benefits and report necessary or suggested changes to the Director of Human Resources.
- Provide benefits related reports to administration upon request.
- Communicate benefit plan updates and changes to employees.
- Provide benefits counseling and assistance to employees.
- Coordinate Benefit Fair with vendors in conjunction with ERS Annual Open Enrollment period.
- Assist in ensuring accurate records are maintained for employee benefit plans and worker's compensation.
- Maintain current records and communicate with vendors to ensure proper billing.
- Coordinate benefits-related payroll deductions and insurance billing verification with Payroll.
- Evaluate new benefit programs.

#### WORKING CONDITIONS:

##### TOOLS/EQUIPMENT USED:

- |                                     |                           |
|-------------------------------------|---------------------------|
| • Standard office equipment         | • Multi-line phone system |
| • Personal computer and peripherals | • Copier                  |
| • Calculator                        | • Fax machine             |

##### PHYSICAL DEMANDS:

- Required: reaching, standing, walking, finger dexterity, grasping, talking, hearing, seeing, repetitive motions, computer work, and light work.
- May: lifting

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#### MENTAL DEMANDS:

- Emotional control under stress 25-50% of the time
- Frequent interruptions more than 50% of the time

#### OTHER DEMANDS:

None

*The above job description has been reviewed with the employee and it was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Date*

*Approved:*

*Revised: 10/12/2021*

<b>Classification:</b>	Staff	<b>Coordinating/Non-Coordinating:</b>	C
<b>FLSA Status:</b>	Exempt	<b>TVCC Job Code:</b>	1562
<b>DBM:</b>	C	<b>Travel Required:</b>	Less than 25% of the time
<b>IPDEDS/SOC CODE:</b>	13-1141	<b>Employment Status:</b>	Full-Time
<b>Salary Grade:</b>	200	<b>Length:</b>	12 Months
<b>Fund:</b>	001	<b>TRS POS. CODE</b>	TRS 01

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