



**CAREER OPPORTUNITY**

**DIRECTOR OF HUMAN RESOURCES**

*Pantego occupies about one square mile in the heart of the Dallas-Fort Worth Metroplex – the nation’s fourth largest metro area. The Town is two miles north of I-20 and bounded on three sides by Arlington. Though our daytime business population is more than 200,000, the residential population is just 2,650. Pantego residents appreciate the slower pace of life our small town provides and staff, under the direction of the Mayor and Council, strive to preserve that feeling.*

*Still, Town Hall is within ten miles of AT&T Stadium (home of the Dallas Cowboys), Globe Life Field (home of the Texas Rangers), Texas Live!, and Six Flags; or thirty minutes from Fort Worth’s historic Stockyards, downtown Dallas, or the DFW International Airport.*

**“SMALL TOWN CHARM...  
BIG CITY OPPORTUNITIES”**

**COMPENSATION AND BENEFITS**

The Town offers a competitive benefits package for full-time employees, including:

- Fully covered medical, dental, and vision insurance for employees with the option to add a spouse and/or dependents at a cost
- paid vacation and sick time
- 14 paid holidays
- Participation in Texas Municipal Retirement System (TMRS), with a 2:1 match on a mandatory 7% employee contribution, and vesting after five years
- Optional: 457 plan and AFLAC

**APPLY TODAY**

<https://www.townofpantego.com/jobs>  
 ATTN: Joe Ashton, City Manager,  
 1614 S Bowen Rd, Pantego, TX  
 76013; or via email to City Manager,  
 Joe Ashton at  
[jashton@townofpantego.com](mailto:jashton@townofpantego.com)

**SALARY**

DOQ

**THE DEPARTMENT**

**The Human Resources department is committed to providing high-quality professional service to all prospective, current, and former employees in a manner that is respectful and individualized. Staff provides departmental support by managing information, records, performance evaluations, and achievements. We are also dedicated to encouraging individual employee input and participation.**

**Human Resources serves to attract, develop, motivate, and retain a diverse workforce within a supportive and creative work environment that emphasizes customer service and communication both inside the organization and throughout the community we serve.**

**The Human Resources department's accounting function is responsible for processing payroll and other financial records and assists with the annual audit by providing expense reports and records. In addition, the department oversees risk management and employee benefits including health, dental, life, worker's compensation, and liability insurance.**



Human Resources | 1614 S Bowen Rd  
Pantego, TX 76013  
Telephone: 817-617-3722  
Email: [soverstreet@townofpantego.com](mailto:soverstreet@townofpantego.com)

**POSITION TITLE:** Director of Human Resources  
**DEPARTMENT:** Administration

**STARTING RATE OF PAY:** DOQ  
**FLSA STATUS:** Full-time Exempt

## JOB DESCRIPTION

Under the general direction of the City Manager, the Director of Human Resources is a responsible position with a high level of confidentiality. Plans, organizes, develops, implements and manages all phases of the City's Human Resources Department including talent acquisition, training, organizational development, classification and compensation management, employee relations, policy development, benefits, workers' compensation, risk management, and safety, along with a variety of other programs, regulatory compliance, assists and advises all departments in personnel matters, and is the general custodian of personnel records. In addition, this position is responsible for the preparation and processing of payroll.

## ESSENTIAL JOB FUNCTIONS

- Must be able to process detailed payroll timesheets and records, reports, balance sheets, with a high degree of accuracy and attention to detail.
- Prepares and posts journal entries related to Payroll processes; serves as back-up for initiating or approving bank transfers and ACH/Positive pay uploads; performs other transactions in the area of responsibility.
- Coordinates Open Record Request fulfillment for payroll and other information related to area of assignment.
- Balance and distribute W-2 forms to employees and related file submissions to the federal government.
- Prepare payroll audit schedules and accruals at fiscal year-end.
- Prepare and submit all quarterly, fiscal year end and calendar year end reports including tax deposits, 941 quarterly filings.
- Interprets and explains personnel policies, procedures, rules, and regulations of assigned human resources program area, including ADA, affirmative action, grievance procedures, employee benefits, FLSA, recruitment guidelines, EEO, self-insured Worker's Compensation plans, injury and loss prevention programs, and related personnel issues.
- Directs the activities of the Human Resources Department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and standards.
- Reviews, negotiates, and monitors contract compliance from outside vendors or administrators in the assigned program area, including employee benefits, and employee assistance program staff, and special projects.

- Maintains, updates, and ensures accurate processing of Personnel Action Forms; enters information into the HRIS systems; identifies and corrects errors according to established policies and procedures; contacts appropriate parties as required.
- Researches and investigates employee relations issues; provides constructive and effective resolutions for each matter; works with internal attorneys as needed.
- Administers and facilitates new hire orientations.
- Partners with departments in evaluating, developing, and implementing departmental operating policies and procedural improvements to ensure effective and consistent Human Resources management; creates policy and compliance training and guidance materials, and facilitates various Human Resources policy-related training.
- Assist employees and retirees regarding Texas Municipal Retirement System (TMRS).
- Develops and distributes materials to communicate benefits to employees; devises communication strategies for New Hire Orientation and the annual Open Enrollment process; prepares and conducts presentations for new hire Orientation, open enrollment, and other events.
- Coordinates annual benefits open enrollment by scheduling vendor presentations, employee meetings; assists employees with completing enrollment.
- Processes new hire enrollment paperwork, creates personnel files, and processes new and existing employee benefit changes to ensure vendors are notified and receive complete and accurate information; maintains and monitors dependent eligibility and documentation; works with COBRA administrator to ensure proper coverage is provided to employee electing coverage.
- Provides assistance to employees by resolving and responding to employees' benefits enrollment, billing, and claims issues, answers questions regarding benefits, policies, training, and other human resources issues.
- Directly handles complex and highly sensitive investigations, including allegations of discrimination and harassment; serves as an employee advocate by coaching, consulting with and assisting employees in a wide range of human resources matters.
- Mediates informal disputes between management and employees; provides counsel to management on an appropriate course of action, in an attempt to resolve differences at the lowest possible level.
- Monitors organizational compliance concerning employment law, City policies, and procedures; initiates any actions necessary to ensure compliance by correcting deviations or violations; maintains an awareness of new trends and advances in the profession.
- Administers the deferred compensation plans.
- Assists in the annual department budget preparation.
- Updates and creates job descriptions.
- Administers the full cycle recruitment process by providing guidance to hiring managers, generating job postings, managing the City's online application system and recommending changes, sourcing applications, creating marketing materials for vacancies, researching alternative advertising opportunities, conducting skills testing, and communicating with candidates.
- Makes conditional job offers for employment; conducts the on-boarding process by executing screening protocols including but not limited to drug screening; trains new hires on city policies, procedures, and deadlines; assists with the completion of paperwork and required reporting such as I-9's, and State of Texas New Hire Report.

- Coordinates educational programs such as health fairs, retirement seminars, and other events; contacts outside vendors and physicians to provide services for fairs.
- Ensures Workers' Compensation incidents and claims paperwork is completed correctly and submitted to the TMLIRP.
- Creates and maintains personnel files.
- Acts as a professional resource and liaison for City departments and on issues in assigned program areas, including employee grievances, prohibited conduct investigations, ADA compliance, terminations, disciplinary actions, and related employment issues; and provides testimony, as required.
- Acts as a professional resource for special projects in assigned program areas, including specialized training program development, reduction in force and outplacement activities, recruitment strategies, classification, compensation and benefits studies, wellness initiatives, and related personnel issues.
- Conducts a variety of organizational studies, investigations, and operational studies; and recommends modifications to assigned human resources programs, policies, and procedures as appropriate.
- Ensures compliance with federal and state regulations by staying abreast of trends, techniques, current developments in Human Resources, and pending rules and regulations.
- Compiles and analyzes wage data from other sources; responds to salary, and benefit survey requests.
- Attends and participates in professional groups, committees, and seminars; stay abreast of new trends and developments in the field of human resources and management, especially in the areas of primary expertise.
- Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
- Must arrive at work on time and maintain a regular and reliable level of attendance.
- Performs other related duties as required.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

- Make arithmetical computations; understand, interpret, apply and explain rules and regulations related to payroll procedures.
- Operational characteristics, services, and activities of the assigned human resources program area, including recruitment, employment services, classification and compensation, benefits, employee relations, general liability claims, investigations, customer service and training, and organizational development.
- Principles and practices of human resources management and administration.
- Principles and practices of program development and administration.
- Principles and practices, and recent developments in risk management, workers compensation, and property and casualty insurance programs.
- Methods and techniques of investigation, training, counseling and conflict resolution.
- Methods and techniques of implementing special projects in assigned program area including tailored training programs, human resources information systems, compensation, classification and benefits studies, prohibited conduct investigations, reduction in force and related human resources issues.

- Mandated rules and regulations governing personnel programs including FLSA, ADA, EEO, affirmative action, ERISA, and related legislation.
- Operational characteristics of human resources information systems.
- Principles and practices of record-keeping and report preparation.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.

**Skill in:**

- Organization and time management.
- Interpersonal relations.
- Conflict resolution.
- Event coordination.
- Research and analysis.
- Strategic thinking and problem-solving.

**Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Enters, maintain, and/or processes information in the payroll system; information may include employees hourly rates, salaries, and other compensation, time worked, paid leave and holidays, deductions and withholding, address change, and other information.
- Develop and administer departmental goals, objectives, and procedures
- Oversee and participate in the management of a comprehensive human resources program in assigned areas, including recruitment, employment services, classification and compensation, benefits, employee relations, customer service, or training and organizational development.
- Interpret, explain, and apply City personnel policies, procedures, rules, and regulations in the assigned program area.
- Apply the principles and practices of human resources management.
- Act as a professional resource in assigned human resources program/area.
- Participate in the development and administration of division goals, objectives, and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Identify and respond to sensitive community and organizational issues, and concerns.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.

**ENVIRONMENTAL FACTORS AND SAFETY HAZARDS**

Primarily in an indoor environment with the ability to operate outdoor when needed. May be exposed to extreme heat and cold during summer and winter months.

**PREFERRED EDUCATION, EXPERIENCE, AND CETIFICATIONS**

- Two years of experience in accounting or bookkeeping with at least six months of hands-on experience in payroll preferred.
- Bachelor's degree in Human Resources, Business, Public Administration, or related field, plus five (5) years of directly related professional experience in human resources and risk management, with three (3) of those years to include progressive management responsibilities; OR
- Any equivalent combination of education, experience, and training will be considered.

- Must pass a pre-employment drug screen.
- Must have a valid Class C Texas motor vehicle driver's license and the ability to maintain a satisfactory driving record.
- Certification a Senior Professional in Human Resources (SHRM) or Professional in Human Resources (PHR) or Society for Human Resources Management Professional Certification (SHRM-CP) is preferred.

## **SALARY - DOQ**

## **APPLY TODAY**

Qualified candidates are encouraged to visit <https://www.townofpantego.com/jobs> and submit a completed and signed Application For Employment to: Town of Pantego, ATTN: Joe Ashton, City Manager, 1614 S Bowen Rd, Pantego, TX 76013; or via email to City Manager, Joe Ashton at [jashton@townofpantego.com](mailto:jashton@townofpantego.com). Though you are welcome to include a resume and/or cover letter along with your application, please note that resumes will not be accepted in lieu of the application, nor will incomplete applications be processed.