



San Patricio Electric Cooperative, Inc.

A Touchstone Energy® Cooperative 

Job Description: Human Resources Administrator

Department: Finance & Member Services	FLSA Status: Non-Exempt
Reports to: Financial Services Manager	Location: Sinton, Texas
Supervises: None	
NRECA NCS classification: 31-2373	Revised: March 2026

About San Patricio Electric Cooperative:

San Patricio Electric Cooperative (SPEC) is a member-owned, not-for-profit electric utility committed to providing safe, reliable and affordable electric service to the communities we serve.

Beyond delivering power, SPEC is dedicated to enhancing the quality of life for our members through strong community engagement, responsible operations and a focus on service excellence. As a cooperative, we operate with a commitment to integrity, accountability and long-term sustainability.

Our employees work together as a team to uphold the cooperative principles while delivering dependable service and supporting the needs of our members and communities.

BASIC FUNCTION:

The Human Resources Administrator supports the cooperative's mission by leading the administration and execution of human resources programs that promote a high-performing, compliant and engaged workforce.

This role is responsible for managing the employee lifecycle, administering HR policies and programs, supporting performance management, overseeing benefits administration, and fostering a positive and professional employee experience across the organization.

While payroll processing and HRIS administration are included responsibilities, the primary focus of this position is to support organizational effectiveness, workforce development and a culture of accountability and professionalism throughout the cooperative.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent required. Associate or bachelor's degree in human resources, business administration or a related field preferred.

Minimum of three to five years of experience in human resources, employee relations or related administrative functions; or an equivalent combination of education and experience.

Experience supporting payroll processes, HRIS platforms and working knowledge of employment laws and regulations preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Strong working knowledge of federal and state employment laws and HR compliance requirements (FLSA, EEOC, COBRA, etc.)
2. Working knowledge of payroll processing, tax reporting and related compliance requirements
3. Strong understanding of employee relations, performance management, and workplace best practices
4. Ability to support and guide supervisors in managing employee issues, including coaching, documentation and consistent decision-making
5. Ability to promote, reinforce and model a culture of accountability, professionalism, and high performance
6. Strong attention to detail and accuracy in data management, recordkeeping and reporting
7. Ability to maintain strict confidentiality and handle sensitive information with a high level of discretion
8. Strong organizational and time management skills, with the ability to manage multiple priorities and meet deadlines in a fast-paced environment
9. Strong communication and interpersonal skills, with the ability to effectively interact with employees, supervisors and leadership at all levels of the organization
10. Proficiency in Microsoft Office and business systems (ERP/HRIS), with the ability to maintain data integrity and generate meaningful reports
11. Ability to identify, recommend, and implement process improvements that enhance efficiency, consistency and effectiveness of HR operations

ESSENTIAL DUTIES/RESPONSIBILITIES:**Percent of Time****Human Resource Administration**

- Administers and maintains HR policies, procedures and programs in alignment with cooperative objectives
- Leads recruiting and onboarding processes, including job postings, applicant tracking, interview coordination and new hire integration
- Manages the full employee lifecycle, including onboarding, development and separation processes
- Supports employee relations by assisting managers with coaching, documentation and handling performance or conduct issues
- Coordinates and supports performance management processes, including tracking evaluations and ensuring consistency across departments
- Maintains employee handbook and internal HR communications, ensuring policies remain current and effectively communicated
- Ensures compliance with federal, state and local employment laws, as well as cooperative policies
- Supports leadership in building and sustaining a high-performing, accountable and team-oriented culture
- Reinforces cooperative values, professionalism and employee expectations through consistent HR practices
- Promotes employee engagement, communication and alignment with cooperative goals
- Maintains job descriptions, position data, and workforce records to support organizational clarity and workforce planning

50%

<ul style="list-style-type: none"> Proactively identifies and implements improvements to HR processes, policies, and employee workflows to enhance efficiency and effectiveness 	
<p>Performance Management</p> <ul style="list-style-type: none"> Coordinates and tracks performance evaluation processes to ensure timely completion, consistency and alignment across all departments Supports and guides supervisors in performance management practices, including coaching, documentation, disciplinary actions and performance improvement plans Ensures proper documentation, consistency and fairness in employee-related decisions to reduce organizational risk and support defensible outcomes Promotes accountability by reinforcing expectations for performance management across all levels of the organization Monitors completion and quality of evaluations and follows up with supervisors to ensure standards are met Assists in developing and maintaining standardized performance management processes, tools and documentation 	20%
<p>Benefits Administration</p> <ul style="list-style-type: none"> Administers and manages employee benefits programs, including health, retirement, wellness and related offerings Coordinates benefit enrollments, changes and terminations, ensuring accuracy and timely processing Reviews and validates benefit invoices for accuracy and works with vendors to resolve discrepancies prior to approval Serves as primary point of contact for employee benefits inquiries, providing guidance and assisting with issue and claims resolution Supports annual benefits renewal process, including data gathering, coordination with brokers/vendors and benchmarking analysis Maintains accurate benefits records and ensures compliance with applicable laws, regulations and cooperative policies Identifies opportunities to improve benefit processes, communication and overall employee understanding of available programs 	15%
<p>Compliance & Reporting</p> <ul style="list-style-type: none"> Maintains accurate and complete personnel records in compliance with applicable federal, state and local laws, as well as cooperative policies Monitors changes in employment laws and regulatory requirements and ensures timely implementation of necessary updates Prepares and maintains HR and payroll reports for management, regulatory agencies and external stakeholders, ensuring accuracy and timeliness Supports internal and external audits by ensuring documentation is complete, organized and audit-ready Ensure consistency and compliance in HR processes and documentation across departments to reduce organizational risk Identifies and addresses compliance gaps and recommends improvements to strengthen internal controls and HR practices 	5%

<p>Payroll & HRIS Management</p> <ul style="list-style-type: none"> • Maintains payroll as a support function to HR operations, ensuring accuracy and compliance without being the primary focus of the role • Processes payroll accurately and timely in compliance with applicable laws, policies and internal controls • Maintains payroll records and ensures proper reconciliation with the general ledger in coordination with accounting • Prepares payroll tax filings, quarterly reports and year-end reporting (W-2s), ensuring accuracy and timeliness • Responds to employee payroll inquiries and resolves issues in a professional and timely manner • Serves as system owner for HRIS and payroll systems, ensuring data integrity, reporting capability and alignment with HR processes and organizational needs • Maintains accurate employee data within HRIS and ensures consistency between HR, payroll and financial systems • Identifies and implements improvements to payroll and HRIS processes to enhance efficiency, accuracy and internal controls <p>Other Duties & Support</p> <ul style="list-style-type: none"> • Provides backup support for administrative and front office functions as needed to ensure continuity of operations • Assists finance team with payroll-related entries, reconciliations and coordination to maintain accuracy and alignment with financial records • Supports cross-functional projects and cooperative initiatives, contributing to organizational priorities and continuous improvement efforts • Collaborates effectively with departments across the cooperative to promote teamwork, consistency and efficient operations • Performs other duties as assigned to support the overall success of the cooperative 	<p>10%</p>
<p>SPECIAL REQUIREMENTS:</p> <ul style="list-style-type: none"> • Must possess and maintain a valid Texas driver's license and an insurable driving record • Ability to work extended hours as needed, particularly during payroll cycles, reporting periods and critical deadlines • Occasional travel within the cooperative's service territory as required • Must maintain strict confidentiality of employee, payroll and organizational information, always exercising a high level of discretion and professionalism • Ability to respond to changing priorities and organizational needs with flexibility and a team-oriented approach 	

<p>OTHER FACTORS:</p> <p>Supervision: No direct supervisory responsibility. May provide coordination, guidance and support on HR-related processes, projects and initiatives across departments.</p>

Responsibility:

Decisions and duties have a moderate impact on cooperative operations, particularly in employee relations, compliance and overall employee experience. Responsible for ensuring consistency in HR practices and documentation, and for recommending process improvements and policy enhancements.

Complexity:

Work involves a mix of routine and moderately complex responsibilities requiring interpretation and application of employment laws, HR policies and organizational practices. Requires sound judgment in handling employee-related matters and maintaining consistency across departments.

Communications:

Frequent interaction with employees, supervisors, leadership and external agencies. Requires clear, professional communication to provide guidance, resolve issues, influence outcomes and ensure understanding and consistent application of policies and procedures.

WORKING CONDITIONS AND MENTAL or PHYSICAL REQUIREMENTS:

- Primarily office-based environment with standard business hours
- Frequent use of computers and office equipment, including extended periods of keyboarding and data entry
- Ability to sit for extended periods, with occasional standing, walking, and bending
- Minimal lifting requirements (generally up to 20 pounds)
- Requires sustained attention to detail, accuracy, and the ability to manage multiple priorities
- Occasional stress related to deadlines, payroll cycles, employee-related matters and reporting requirements
- Ability to adapt to changing priorities and maintain professionalism in a fast-paced, team-oriented environment

JOB DESCRIPTION ACKNOWLEDGEMENT:

This job description is not intended to be all-inclusive, and additional duties may be assigned as required. The duties and scope of this position may change based on the needs of the Cooperative. This document does not constitute a written or implied contract of employment.

I acknowledge that I have received, reviewed, and understand the job description for the Human Resources Administrator position. I understand that I am responsible for the satisfactory performance of the essential functions of this position, with or without reasonable accommodation, and in accordance with Cooperative policies and expectations.

Employee Name: _____ Date _____

Employee Signature: _____