WORK FOR WACO

Impact the Future

HUMAN RESOURCES SPECIALIST

The City of Waco is looking for a dedicated, detail-oriented team player who has an Associate's Degree in Business, Human Resources, or a related field; and two years' of experience in Human Resource operations; or an equivalent combination of education and experience.

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WHY THE CITY OF WACO IS THE PLACE FOR YOU...

We value providing excellent and innovative services, promoting equity and inclusion in all we do, focusing on teamwork, investing in people and doing the right thing. The City of Waco provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status veteran status, or any other legally protected status under applicable federal, state and local laws. We are a drug and smoke free workplace. We offer a competitive compensation & benefits package.

City of Waco Strategic Goals:

Build a High Performing City Government, Create a Culture of Equity, Enhance Quality of Life, Facilitate Economic Development, Improve Infrastructure, Provide a Safe and Vibrant City, and Support Sustainability and Resiliency.

IF YOU ARE READY FOR THE CHALLENGE YOU WILL...

Assist the Human Resources Department in performing a variety of support functions related to staffing and compensation while providing great customer service to employees and citizens. You will be working closely with the Human Resources Generalist to build and leverage relationships with City of Waco Department Supervisors.

Be responsible for assisting City of Waco Department Supervisors and applicants with the application, hiring and on-boarding process. This will require becoming familiar with the positions and operations of the departments. You will perform a variety of administrative and technical functions including, but not limited to, explaining HR policies and making recommendations related to HR processes. You will be responsible for data entry functions, employee tracking, records maintenance and database management while performing duties in accordance with City policy and procedures.

As a HR Specialist you will need to be detail oriented, have excellent organizational skills, effective communication and interpersonal skills and the ability to develop and maintain professional working relationships with our customers.