MONTGOMERY COUNTY JOB POSTING NOTICE

MONTGOMERY COUNTY RESERVES THE RIGHT TO CLOSE THIS POSTING WITHOUT NOTICE.

<table>
<thead>
<tr>
<th>DEPARTMENT:</th>
<th>Human Resources</th>
<th>JOB GRADE:</th>
<th>14</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOB TITLE:</td>
<td>HRIS Specialist</td>
<td>BI-WEEKLY SALARY:</td>
<td>$2,692.31</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>501 N. Thompson</td>
<td>CIVIL SERVICE:</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Suite 400</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Conroe, TX</td>
<td></td>
<td></td>
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<tr>
<td>SHIFT HOURS:</td>
<td>Monday-Friday (8:00am-5:00pm)</td>
<td></td>
<td></td>
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<tr>
<td>SUBMIT APPLICATIONS:</td>
<td>Montgomery County Human Resources Department</td>
<td>ADDRESS:</td>
<td>501 N. Thompson, Ste. 400 Conroe, TX 77301</td>
</tr>
<tr>
<td>PHONE:</td>
<td>(936) 539 – 7886</td>
<td>FAX:</td>
<td>(936) 788-8396</td>
</tr>
<tr>
<td>E-MAIL:</td>
<td><a href="mailto:jobs@mctx.org">jobs@mctx.org</a></td>
<td>WEBSITE:</td>
<td><a href="http://www.mctx.org">www.mctx.org</a></td>
</tr>
<tr>
<td>OFFICE HOURS:</td>
<td>Monday – Friday 8:00am – 5:00 pm (Friday: Closed from 12:00pm – 1:00pm)</td>
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**Education, Experience and Skill Requirements**

- Requires Bachelor's degree in Computer Science, Business Administration, Public Administration, or Human Resources. Professional in HR Certification (PHR)
- Requires less than 5 years' experience
- Working knowledge of an ERP System, HRIS System, applicant tracking and onboarding software, Federal, State and Local regulations, codes and law and training programs
- Good attendance is a must
- Requires a high level of confidentiality, good communication skills, ability to train others and to be a team player
- Must be able to compose well written letters, memorandums and reports
- Must be able to effectively communicate with all levels of employees, as well as others outside the organization
- Must be able to manage defined timelines effectively

**Primary Job Duties**

- Develops, builds, tests, implements and maintains the HRIS database
- Performs monitoring of GHR software to ensure security
- Conducts root cause analysis when issues arise and troubleshoots to resolve quickly
- Runs regular audits and queries on data to ensure accuracy
- Requires good knowledge of HR policy and procedures
- Back up for Commissioners Court packet
- Creates and maintains HR internal procedure manual
- Works with HR Analyst to create, maintain, and update training manuals
- Assists in providing training in GHR to Department Managers and employees throughout the County
- Train and assist HR staff in GHR procedures and implementations
- Serves as one of the back-ups for the front desk including job postings and customer service
- Also assists in heavy filing

After receiving a conditional offer of employment, applicant must pass a drug screen (1/2 cost = $20.00, responsibility of applicant) and may need a physical agility test (1/2 cost = $22.50, responsibility of applicant) before becoming an employee of Montgomery County.

<table>
<thead>
<tr>
<th>Position No:</th>
<th>401-4288-1</th>
<th>Requisition No:</th>
<th>3341</th>
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<tbody>
<tr>
<td>Date Posted:</td>
<td>11-03-2023</td>
<td>Equal Employment Opportunity Employer</td>
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