



**CITY OF WESLACO**

**JOB OPPORTUNITIES**

**Applications are being accepted for the following positions:**

**For application instructions Visit Our Web Site:** [www.weslacotx.gov](http://www.weslacotx.gov)

Click on the Human Resource link - Job Opportunities to download a copy of the application.

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**JOB ANNOUNCEMENT**

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<b>Position Title:</b> <b>HR Generalist I</b> (NON-EXEMPT)	<b>EEOC Occupation Classification:</b> <b>Professional</b>	<b>Human Resources</b> <b>Job No. 1604</b>	<b>Salary Range:</b> <b>*D.O.E.</b>	<b>Deadline:</b> <b>Open Until Filled</b>
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**JOB SUMMARY:**

Employee is responsible for maintenance of all city insurance and benefit-related programs including health care and retirement benefits. Employee maintains appropriate insurance coverage on all city owned property, equipment and vehicles. Employee conducts training of the City’s Safety & Accident Prevention Plan for city staff; coordinates the City’s safety and loss control program and activities. Employee coordinates various benefit related programs and activities, such as health fairs, wellness programs, and community welfare programs. Employee is responsible for answering phone calls, directing calls, taking messages, and responding to routine requests. Receive, sort, and delivers the external and interdepartmental mail. Acts as support and backup to the HR Civil Service Director in all aspects of Civil Service including posting meetings, testing notices, ordering testing materials, supplies, and assist in administering civil service tests. Employee assists other departments as needed. Employee performs other duties as assigned.

**REPORTING RELATIONSHIP:**

Reports to the Human Resources Director.

**Qualifications:** High School Degree or equivalent and one to three (1-3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. A valid Texas Driver’s license is required. Prefer knowledge of worker’s compensation regulations; municipal liability insurance; the administration of employee benefits; employee protection laws to include FMLA, ADA, TLGC, Title VII, ERISA, HIPAA, COBRA, and FLSA.

**COMPENSATION AND BENEFITS**

Health Insurance; Basic Life Insurance; Texas Municipal Retirement System (TMRS); Optional Insurance: Vision/ Group Term Life; Dental; ST/LT Disability; Hospital Indemnity; Critical Illness/Cancer; Universal Life/ Accident; Workers’ Compensation; Vacation/Sick Leave; Paid Holidays; Personal Leave Days.

**For More Information Contact:**

City of Weslaco  
Human Resources Department  
255 S. Kansas Avenue  
Weslaco, TX 78596

**Or Call:**

(956) 968-3181

**Or Visit Our Web Site:** [www.weslacotx.gov](http://www.weslacotx.gov)

Email: [hro@weslacotx.gov](mailto:hro@weslacotx.gov)

**\*Depending on Experience**

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