



CITY OF AUSTIN
EMPLOYEES' RETIREMENT SYSTEM

**Human Resources Officer
Full Time**

**Job Posting
City of Austin Employees' Retirement System
Austin, Texas**

The City of Austin Employees' Retirement System (COAERS) is currently seeking candidates for a Human Resources Officer responsible for administering all aspects of the human resource functions to support the COAERS mission, vision, values, and culture, specifically to include talent management, employee relations, organizational development, total compensation, performance management, compliance, policy development, and personnel records and systems. The position will also provide expertise and support to managers and the leadership team.

This position will be a department of one that will require the successful candidate to bring the full range of HR expertise to COAERS.

Work Location

COAERS offers a hybrid work schedule meaning this position will work in an office environment with opportunities to work remotely. During the initial training period (usually 3 months) the location of the work Monday through Friday is 4700 Mueller Blvd, Austin TX. After the training period is successfully completed, work is hybrid with three days in-person at 4700 Mueller Blvd, Austin TX, and two days per week remote. Work location is subject to change at the Supervisor's discretion. Paid covered parking is provided.

Education and/or Experience

At least three years of professional experience in a human resources role plus graduation from an accredited four-year college or university with a degree or coursework in human resources, business, psychology, or a related field of study.

SHRM certified professional, Professional in Human Resources, or equivalent certifications preferred.

Knowledge

Human resources best practices, laws and regulations, employee relations, organizational development and training, employee engagement, ethics, HRIS systems, cultural competencies, and workforce planning. Effectively establish and maintain effective working relationships with leadership, staff, external partners, coworkers, and the general public; communicate effectively, both verbally and in writing. Effectively handle all employee relations issues. Superior verbal and written communication skills.

Compensation

The starting salary will be between \$140,000 to \$155,500 annually with the actual salary corresponding to the experience level and credentials of the candidate within the parameters of public sector compensation. An excellent benefits package is available, including medical, dental, vision, retirement, and sick and vacation leave.

How to Apply

Submit your resume, and cover letter, by email at recruiting@coaers.org. The subject line should be formatted as follows: HR Officer – First Name Last Name.

The recruitment will remain open until the position is filled. COAERS does not discriminate in employment opportunities or practices on the basis of any characteristic protected by federal law.