

HR Generalist



Posted: June 18, 2026

Job Type: Full-Time | **FLSA Type:** Exempt

Salary: \$60,000 - \$80,000 DOE

Position Summary

Taylor Electric is seeking an *HR Generalist* to support Cooperative employees by administrating key human resource functions including recruiting and onboarding, benefits, performance management and compliance with the highest level of professionalism and integrity. The *HR Generalist* serves as a trusted resource for employees and management to ensure the Cooperative remains a great place to work while fulfilling its mission of providing safe, reliable service to the community.

What We're Looking For

- Strong communication skills (verbal and written)
- Ability to manage multiple priorities
- Strict confidentiality
- A proactive, service-oriented mindset
- Excellent problem-solving abilities
- Knowledge of HR practices, employment laws and benefit administration

Education/Experience

- Bachelor's degree in human resources or closely-related field required.
- Three (3) years previous experience working in Human Resources or related field.

Certification/Requirements

- SHRM-CP certification is preferred; candidates who do not currently possess the certification must demonstrate the ability to obtain the designation.

Please see full job description below for further details.

Why You'll Love Working at Taylor Electric

- Competitive salary and comprehensive health benefits (medical, dental, vision).
- Traditional Retirement *and* 401(k) plans with employer contributions.
- Help deliver reliable power to members in your community.

How to Apply

- An employment application is required to apply for this position.
- Click [here](#) to access the employment application or visit the career page at www.taylorelectric.com/career-opportunities.

To apply for this job please complete a job application and return to:

Contact: Allison Griffin, Administrative Services Manager

Email Address: HR_Personnel@taylorelectric.coop

Website: www.taylorelectric.com

Phone: 325-793-8539

JOB DESCRIPTION

Taylor Electric Cooperative, Inc.

Job Title: Human Resources Generalist
FLSA Status: Exempt
Job Codes: TEC: 11J | NRECA: 31-2373

Department: Finance & Accounting (20)
Sub-department: Human Resources
Date Revised: June 2026

1. Objectives

- a. **Employee Benefit Administration:** Administer all employee benefit programs under the guidance of the Administrative Services Manager, ensuring accuracy, compliance, and consistent service to employees.
- b. **Employee Recruitment & Onboarding:** Manage the full employment life cycle, from recruitment and onboarding through performance planning and offboarding, keeping the Administrative Services Manager informed and aligned on key hiring and personnel decisions.
- c. **Personnel Program Administration:** Support the Administrative Services Manager in coordination with Payroll personnel, by developing, implementing, and maintaining personnel programs, including recruitment processes, onboarding, compensation and benefits, compliance, employee relations, engagement initiatives, and workforce planning. Contribute to a strong company culture through consistent hiring practices and positive employee relations.
- d. **Employee Development Assistance:** Assist management by providing guidance on employee development, training, performance improvement, and strategic workforce planning, notifying the Administrative Services Manager of key issues or development needs as appropriate.
- e. **Reporting Excellence:** Prepare and submit timely and accurate monthly departmental reports and updates to the Administrative Services Manager, including key metrics, program summaries, and project status.
- f. **Support the Cooperative:** Exercise sound professional judgment to fulfill responsibilities in a manner that supports the Cooperative's objectives and core values, consulting with the Administrative Services Manager when needed.
- g. **Trust & Confidentiality:** Build and maintain positive working relationships while using professional judgment to determine when confidentiality is necessary, and practicing strict confidentiality in those instances. Keep the Administrative Services Manager informed of sensitive matters when appropriate.

2. Essential Job Functions

Staffing

- a. Manage staffing process to include recruiting, interviewing, hiring, and onboarding. Coordinate with Payroll personnel.
- b. Submit online job postings, shortlist candidates, schedule and facilitate job interviews.
- c. Coordinate orientation and training sessions for new employees.
- d. Perform employee separation process.
- e. Create and maintain job descriptions; ensure all remain up to date and compliant with company and industry changes and with all local, state, and federal regulations.

Employee Benefits

- a. Act as Primary Benefits Administrator, with management oversight, for retirement, medical and other employee benefits.
- b. Perform Benefits & Leave Coordination for 401k, pension, disability, dental, health, retirement, life, and supplemental benefits programs. Administer COBRA, FMLA and various Employee Leave Programs.

- c. Understand and submit information as it relates to FMLA, Worker’s Compensation and other federal and state employment programs and laws; track progress and regularly communicate status.
- d. Facilitate and host annual benefits enrollment process under the direction of the Administrative Services Manager.

Employee and Performance Management

- a. Administer and maintain performance planning system; provide training and support.
- b. Assist with creation and maintenance of job level progressions and compensation strategy for all departments based on market research and pay surveys.
- c. Prepare Total Annual Compensation summaries for active employees.
- d. Provide professional support in addressing HR issues. Notify management about issues, violations of Federal, State Laws and Workplace Policies. Assist in providing HR training.
- e. Maintain proper records of employee education, experience, years of service, attendance and leave of absences.
- f. Manage employee service awards program and retirement celebrations.
- g. Provide for the orderly and systematic arrangement of all personnel files.
- h. Assist with development of training schedules, materials, and performance management programs to ensure employees understand their job responsibilities.
- i. Investigate employee issues and conflicts; bring to resolution.
- j. Mediate and maintain composure during stressful employee related situations.
- k. Maintain neutrality during daily interactions and projects, keeping the organization’s culture, values, and policies as the primary guide.

Cooperative Policies & Compliance

- a. Administer the Drug Free workplace program.
- b. Update and maintain the Employee Policy Manual (“EPM”); ensure employees are kept well-informed of changes.
- c. Manage Employee Relations and HR Policy Compliance; Ensure smooth communication with employees and timely resolution to their queries.
- d. Assist in policy formulation; be the main point of contact (POC) for policy related inquiries.
- e. Ensure the organization's compliance with local, state, and federal regulations, including the preparation of government required reporting and documentation.

Payroll & Accounting

- a. Coordinate HR function with Payroll and Accounting; provide support and generate reports for additional areas of responsibility covered by Payroll. Serve as back-up to Payroll.
- b. Prepare annual HR budgets for approval and assist in managing related costs.
- c. Review changes in monthly benefits invoices and validate for managements’ final review and approval.
- d. Participate in audits by third parties, including all benefits and related audits.

3. Reports to

- a. Administrative Services Manager

4. Supervises

- a. This is not a supervisory position

5. Job Specifications

- a. Confidentiality – Must maintain strict confidentiality when communicating with employees and working with employee records.

- b. Communication Skills – Must be able to convey complicated concepts in a simple and concise manner. Excellent presentation skills are a must.
- c. Training - Obtain necessary training and education to stay current with employment, payroll, and benefit laws.
- d. Language Skills – Must have the ability to read, write and speak the English language.
- e. Mathematical Skills – Must have the ability to work with mathematical concepts, understand Excel logic and other complex computing skills in order to manipulate data to prepare reports for upper management.
- f. Planning Skills – Must be able to coordinate multiple resources and materials to successfully manage ongoing projects. Will be required to manage multiple projects at different stages at the same time.
- g. Reasoning Ability – Must have the ability to analyze situations and develop solutions to solve practical problems.
- h. Computer Skills – Must be skilled in the use of Microsoft office, project management software, tablets, and have a strong understanding of mobile and computer technology. Must be able to learn new software and technology and troubleshoot minor processing issues and develop RFPs and other documents for bid proposals.
- i. Other Skills – Must have the ability to understand and follow Cooperative Policy Manuals, Cooperative Safety Manuals, and any type of Cooperative forms related to work being performed. Must have the ability to learn the cooperative’s culture and understand the relationship between NRECA, neighboring cooperatives, and Taylor Electric. Must be able to represent Taylor Electric as their HR representative at Texas Electric statewide and national events.
- j. Personal Characteristics – Member focused. Work requires independent and original thinking. Must be a team player and be able to work independently. Must represent the Cooperative in a positive manner. Responsive and timely.
- k. Physical Characteristics – Must be able to use hands, fingers, arms for grasping, reaching or holding items. Must possess general dexterity to operate a personal computer and small hand tools. Will be required to regularly sit and frequently stand and walk. May be required to climb, balance, stoop, kneel, crouch and crawl. Must be able to hear. Will be required to lift up to 25 pounds. Specific vision abilities include close, distance, color and peripheral vision. Must have depth perception and ability to adjust focus.
- l. Working Conditions – Work mainly takes place in a controlled environment such as an office setting or in a vehicle. Exposure to the outdoor environment with extreme conditions such as heat and humidity as well as extreme cold could occur during events.
- m. Working Hours – Average work week consist of five (5) eight (8) hour days. Work regularly scheduled hours, although weekends, evenings and holidays are required to meet deadlines or to attend meeting or conferences.

6. Education and Experience

- a. Bachelor’s degree in human resources or closely-related field required.
- b. Three (3) years previous experience working in Human Resources or related field.
- c. HR generalist skills in benefit administration, payroll, recruitment, and employee relations required.
- d. HR regulatory compliance and employment law knowledge preferred. Effective verbal and written communication skills.
- e. Demonstrated proficiency in Microsoft Office Suite, including Excel, Word and PowerPoint.
- f. Experience with human resources information systems (HRIS); experience with SEDC-UPN a plus.
- g. Knowledge of a broad range of human resource strategies and practices, including compensation, performance management, hiring, and employee relations; able to apply these strategies and practices in compliance with employment regulations.
- h. Experience in analyzing data to guide strategic employment planning.

7. Licenses and Certificates

- a. Possess or have the ability to obtain certification: SHRM Certified Professional (SHRM®-CP)
- b. Must have the ability to obtain other certifications as it relates to Human Resources.

8. Remarks

- a. The foregoing position description is not all-inclusive of the duties to which the employee may be assigned. In order to ensure maximum flexibility and efficiency and to encourage cross training, employees will be assigned additional duties as are deemed necessary by the Chief Executive Officer.
- b. Telecommuting eligibility may be granted after two years of employment, contingent upon a proven track record of strong performance.

