



January 23, 2026

LNVA is accepting applications for the position described below.

LNVA IS AN EQUAL OPPORTUNITY EMPLOYER.

JOB TITLE: Human Resources Technician

SUMMARY OF POSITION

Under the direction of the Human Resources Director, the Human Resources Technician will perform and support a wide variety of assigned human resources functions.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Human Resources Director
2. Directs: This is a non-supervisory position; may give instructions to Administrative/Human Resources Clerk(s).
3. Other: Has daily contact with employees; and periodic contact with customers, visitors, vendors and outside representatives of private businesses.

EXAMPLES OF WORK

Essential Duties:

- Maintains punctual, regular attendance and work the scheduled hours.
- Assist in the creation and maintenance of human resource forms and documents.
- Responsible for all timekeeping and leave records, ensuring all electronic timekeeping records and software are accurate and up to date, and will be the primary contact with timekeeping software vendor.
- Assist HR Director maintaining the compensation management platform to provide continuous up to date and accurate information.
- Process and review personnel forms including hires, promotions, transfers, leaves, separations, and pay changes for accuracy and compliance with applicable policies and regulations.
- Maintain and audit confidential employee personnel records in both electronic and paper formats, ensuring such files are maintained in accordance with confidentiality and retention guidelines and requirements.
- Answer basic employee questions about human resources policies and procedures at the direction of the HR Director.
- Assist with recruitment activities; including job postings, application screening, interview coordination, ordering of background checks and pre-employment physicals, and may assist the HR Director with new hire orientation.
- Inputs HR-related data, prepares routine correspondence and HR reports, and audits for accuracy and compliance for the HR Directors review.
- Provide guidance to clerical staff as directed by the Human Resources Director.
- File and maintain Workers' Compensation claims and documents.

Essential Duties Continued:

- Assists the HR Director with various aspects of benefits administration, providing support for health insurance, life insurance, long term disability insurance enrollments, retirement plans administration, providing support for 401a and 457b enrollments, and maintain the accuracy of such records.

Other Important Duties:

- Assists the HR Director as needed with administrative office matters, projects, and provide back-up in the absence of the Administrative/HR Clerk(s).
- Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: principles and practices of human resources, financial record keeping, and office management practices and techniques.

Skill/Ability to: demonstrate proficiency in both oral and written communication; perform work under minimal supervision; possess comprehensive knowledge of subject matter; demonstrate and maintain ethical practices in the performance of duties and handling of confidential information; demonstrate proficiency in Microsoft Word and Excel, and establish and maintain effective working relationships with employees, the Board of Directors, and outside business representatives.

ACCEPTABLE EXPERIENCE AND TRAINING

A high school diploma plus five years of verifiable experience in Administrative Services, Benefits Administration, Financial Record Keeping, or the Human Resources field; or a high school diploma and current enrollment in college coursework to attain a Bachelor's degree in Human Resources or a related field.

PREFERRED EXPERIENCE AND TRAINING

A Bachelor's degree in Human Resources, Human Resource Management, or a related field plus a minimum of three years of Human Resources experience, or seven years of verifiable experience in the Human Resources field; *or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

PAY GROUP: A8

FLSA: Non-Exempt

Pay Range: \$26.24 – \$39.36

CLOSING DATE:

April 30, 2026 or until filled, whichever occurs first.

If interested, submit a completed application (resume and/or statement of qualifications can be attached) to:

Lower Neches Valley Authority
Attention: HR Director
7850 Eastex Freeway, Beaumont, Texas 77708