



# GEORGIA DEPARTMENT OF AGRICULTURE

## JOB ANNOUNCEMENT

*Gary W. Black, Commissioner*

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

<b>JOB TITLE:</b>	HR GENERALIST 2
<b>POSITION NUMBER:</b>	00052645
<b>LOCATION:</b>	INSPECTOR GENERAL DIVISION, PERSONNEL OFFICE, ATLANTA
<b>POSTING DATE:</b>	DECEMBER 12, 2016
<b>APPLICATION DEADLINE:</b>	DECEMBER 14, 2016
<b>WHO MAY APPLY:</b>	ALL QUALIFIED APPLICANTS
<b>PAY GRADE:</b>	K
<b>ENTRY SALARY:</b>	SALARY COMMENSURATE WITH EDUCATION & EXPERIENCE

We at the Georgia Department of Agriculture (GDA) take our responsibilities to you very seriously and are committed to protecting and promoting Georgia's agriculture through superior service and leadership. The mission of the GDA is to protect consumers, promote agriculture, both locally and globally, and assist our customers using education, technology and a professional workforce. The vision of the GDA is to continue to be a globally recognized leader in agricultural excellence through a commitment to safety, quality, growth and innovation.

### **DESCRIPTION OF DUTIES:**

The Personnel Office provides a variety of human resources services to the GDA and its employees. We believe that a happy, supported workforce is a successful one and this is a goal that we take very seriously and strive to achieve. To this end, the Personnel Office is charged with providing support and guidance to all Department employees by developing, adopting and implementing all human resource functions for the Department. Services provided include administration of employee benefits, performance evaluation and compensation, transactions management, performance management, employee relations, and internal policies and procedures. In addition, the Personnel Office also ensures compliance with all state and federal labor laws and takes an active role in recruitment by assisting managers in finding quality candidates and helping applicants with job related questions.

Duties of the HR Generalist 2 include the following:

- Provides support and office administration to the Personnel Section under general supervision;
- Manages and tracks FMLA Leave and LWOP for the agency and provides appropriate documentation to employees regarding FMLA Leave and LWOP;
- Sends out accurate correspondence regarding FMLA Leave and LWOP, including various notices to employees and staff;
- Responds to issues by identifying the nature of the question or problem and providing accurate information in a professional, tactful manner in accordance with agency directives;
- Collects and complies source documents, statistical information, analytical reports, etc. regarding FMLA and LWOP and uses data/information gathered to appropriately complete, prepare, assemble and/or generate reports, documents, or respond to inquiries, questions or requests, etc. in a timely manner;
- Drafts letters and other correspondence;
- Manages and tracks Workers' Compensation claims and cases for the agency;
- Provides information to agency staff regarding transactions or other personnel related issues relating to Workers' Compensation;
- Discusses problems/concerns with appropriate program manager or designee and with appropriate Workers' Compensation staff;
- Maintains appropriate Workers' Compensation files and drafts 'notes to file' to ensure all information is contained within files;

- Completes the new employee onboarding procedure and is responsible for processing all new hire paperwork;
- Processes personnel and/or position related transactions;
- Enters and verifies leave/attendance, hours worked, pay adjustments, and posts information onto designated records;
- Calculates and enters FLSA and GA Comp Time;
- Provides personnel-related information to departmental staff and responds to routine inquiries from employees and applicants;
- Has a demonstrated ability to serve as a backup for information relating to employee benefits, including retirement, health insurance and flexible benefits;
- Greets guests, answers phone, and performs minor general clerical duties for the Personnel Director;
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:** Bachelor's degree from an accredited college or university; or four (4) years of human resource experience.

**PREFERRED QUALIFICATIONS:** *Preference will be given to applicants, who, in addition to meeting the Minimum Qualifications, possess knowledge, skills and abilities in the following areas:*

- Five or more progressive level experience with *PeopleSoft HCM*;
- Three+ years of experience handling FMLA and Workers' Compensation;
- Five (5) years of prior work experience in HR for a state agency, local government, or federal agency;
- Experience handling personnel transactions, including promotions, increases, termination, etc.;
- Shows a significant understanding and key knowledge of all relevant federal and state employment laws;
- Clearly and accurately communicates both orally and in writing;
- Exhibits a keen ability to process all actions using agency specific software;
- Expertise in basic personnel processes;
- Demonstrates knowledge of open enrollment procedures;
- Knowledge of onboarding and ability to prepare and process forms for new employees;
- Ability to process leave, time, and attendance;
- Significant experience dealing with a constant flow of customer service issues;
- Proficiency entering a large volume of data into electronic databases; and
- Windows computer operating system and applications expertise.

**NOTE:** THE GEORGIA DEPARTMENT OF AGRICULTURE CONDUCTS BACKGROUND CHECKS ON ALL FINAL CANDIDATES. HIRING OF APPLICANTS IS CONTINGENT UPON SATISFACTORY RESULTS OF EMPLOYMENT VERIFICATION, BACKGROUND AND CRIMINAL RECORDS INVESTIGATIONS AND MOTOR VEHICLE REPORTS.

**HOW TO APPLY:** WE ACCEPT STATE APPLICATIONS BY ANY TRANSMISSION LISTED BELOW. RESUMES MAY BE SUBMITTED IN ADDITION TO THE STATE APPLICATION.

- Mail a completed State of Georgia application to Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334; or
- Fax a completed State of Georgia application to (404) 463-8196; or
- Via Team Georgia Careers <http://team.georgia.gov/careers/>; or
- E-mail a completed State of Georgia application to [GDAPersonnel@agr.georgia.gov](mailto:GDAPersonnel@agr.georgia.gov).

Please reference the job title and position number when submitting paper applications. Applications received without a job title or position number will be considered unsolicited and will not be reviewed. For a copy of the State Application, please visit [http://team.georgia.gov/wp-content/uploads/2014/11/State\\_Application-Standard-3.3.15.pdf](http://team.georgia.gov/wp-content/uploads/2014/11/State_Application-Standard-3.3.15.pdf) or contact the Georgia Department of Administrative Services, Human Resource Administration at (404) 656-2705.

**The GDA is an Equal Opportunity Employer.**

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law. All qualified applicants will be considered, but may not necessarily receive an interview. Due to the large volume of submissions received by this office, information concerning application and/or interview status cannot be provided. Selected applicants will be contacted for next steps in the interview process. Applicants who are not selected will not receive notification. This position is subject to close at any time once a satisfactory applicant pool has been identified.

**IF YOU NEED AN ACCOMMODATION, PLEASE CONTACT THE PERSONNEL OFFICE AT (404) 656-3615.**