



# GEORGIA DEPARTMENT OF AGRICULTURE

## JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

<b>JOB TITLE:</b>	TS: HR TRANSACTIONS TECH (WL) [FORMERLY HUMAN RESOURCES PROGRAM ASST 1]
<b>POSITION NUMBER:</b>	00052645
<b>LOCATION:</b>	INSPECTOR GENERAL DIVISION, PERSONNEL OFFICE, ATLANTA
<b>POSTING DATE:</b>	FEBRUARY 7, 2014
<b>APPLICATION DEADLINE:</b>	FEBRUARY 14, 2014
<b>WHO MAY APPLY:</b>	ALL QUALIFIED APPLICANTS
<b>PAY GRADE:</b>	10
<b>ENTRY SALARY:</b>	SALARY COMMENSURATE WITH EDUCATION & EXPERIENCE

**DESCRIPTION OF DUTIES:** Provides support and office administration to the Personnel Section under general supervision. 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. Provides personnel-related information to departmental staff and responds to routine inquiries from employees and applicants. Greets guests, answers phone, and performs general clerical duties for the Personnel Director.

**MINIMUM QUALIFICATIONS:** High school diploma or GED and six (6) months experience performing personnel related functions OR completion of one year of post-secondary education at an accredited educational institution.

**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:

- One year working as a TS: HR Transactions Tech (WL);
- Experience handling personnel transactions, including transactions related to promotions, increases, termination, etc.;
- Knowledge of basic personnel processes;
- Ability to prepare and process forms for new employees;
- Ability to process leave, time, and attendance;
- Experience with *PeopleSoft HCM*;
- Significant experience dealing with a constant flow of customer service issues;
- Proficiency entering a large volume of data into electronic databases; and
- Working knowledge of Windows computer operating system and applications.

**HOW TO APPLY:** We accept applications and/or resumes by either transmission listed below:

- Mail a completed State of Georgia application and/or resume to the Georgia Department of Agriculture, Personnel Office, Room 300, Agriculture Building, 19 Martin Luther King, Jr. Drive, S.W., Atlanta, Georgia 30334;
- Fax a completed State of Georgia application and/or resume to Daphne Hanna at (404) 463-8196;
- E-mail a completed State of Georgia application and/or resume to GDAPersonnel@agr.georgia.gov.

PLEASE REFERENCE THE JOB TITLE AND POSITION NUMBER WHEN APPLYING. FOR QUESTIONS, CONTACT DAPHNE HANNA AT (404) 656-3615.

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED, BUT MAY NOT NECESSARILY RECEIVE AN INTERVIEW.  
NO NOTIFICATION WILL BE SENT TO APPLICANTS EXCEPT THOSE WHO ARE SELECTED FOR AN INTERVIEW.

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

THE GEORGIA DEPARTMENT OF AGRICULTURE IS AN EQUAL OPPORTUNITY EMPLOYER.