



**GEORGIA DEPARTMENT OF AGRICULTURE**

**JOB ANNOUNCEMENT**

*Gary W. Black, Commissioner*

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

<b>JOB TITLE:</b>	PS: HR GENERALIST (WL) OR PS: HR GENERALIST (AL)
<b>POSITION NUMBER:</b>	00052019
<b>LOCATION:</b>	INSPECTOR GENERAL DIVISION, PERSONNEL OFFICE, ATLANTA
<b>POSTING DATE:</b>	NOVEMBER 19, 2013
<b>APPLICATION DEADLINE:</b>	OPEN UNTIL FILLED
<b>WHO MAY APPLY:</b>	ALL QUALIFIED APPLICANTS
<b>PAY GRADE:</b>	PS: HR GENERALIST (WL) – PAYGRADE 15 PS: HR GENERALIST (AL) – PAYGRADE 16
<b>ENTRY SALARY:</b>	PAYGRADE 15 - \$35,569.36/ANNUALLY (MINIMUM) PAYGRADE 16 - \$39,038.32/ANNUALLY (MINIMUM)

**DESCRIPTION OF DUTIES:** The Human Resource Generalist reports to the Personnel Director and under general supervision, provides professional and technical human resource services for the Georgia Department of Agriculture. The Generalist is responsible for recruitment, job and compensation analysis, employee relations, training coordination, verifying and entering transactions, entering and auditing leave, PeopleSoft queries, reports and other human resource functions.

**MINIMUM QUALIFICATIONS:**

*HR Generalist (WL)* – Bachelor’s degree from a four year college or university

OR

Four years of human resource experience.

*HR Generalist (AL)* – Bachelor’s degree from a four year college or university AND One year of professional human resource experience

OR

Five years of professional human resource experience

OR

One year of experience at the lower level or position equivalent.

**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:*

- GA State government HR experience;
- 3 years working recruitment experience;
- Demonstrated PeopleSoft HCM experience;
- Experience working with SAO (State Accounting Office);
- Experience in reviewing personnel transactions;
- Experience in reviewing and entering PMF’s;
- Excellent communication skills, including writing professional letters and correspondence;
- Working knowledge of Windows computer operating system and applications.

**ADDITIONAL INFORMATION:** Your resume and/or application must clearly demonstrate how you meet the Agency's Minimum and Preferred Qualifications.

**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 Debbie Teal, 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 Debbie Teal at (404) 463-8196;
- E-mail a completed State of Georgia application and/or resume to [GDAPersonnel@agr.georgia.gov](mailto:GDAPersonnel@agr.georgia.gov).

**PLEASE REFERENCE THE JOB TITLE AND POSITION NUMBER WHEN APPLYING.** If you have submitted an application and/or resume to our Department within the last year, then *call* to let us know that you are interested in being considered for this position. For more information, you may contact Debbie Teal 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 INTERVIEWS.**

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