



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	PS: Hum Res Specialist (EL)
POSITION NUMBER:	00052731
LOCATION:	PERSONNEL - ATLANTA
POSTING DATE:	JANUARY 7, 2015
APPLICATION DEADLINE:	JANUARY 15, 2015
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	12
ENTRY SALARY:	MINIMUM PAYGRADE 12 - \$2,708.33/MONTH OR COMMENSURATE WITH EXPERIENCE.

DESCRIPTION OF DUTIES: Verifies and processes routine personnel transactions. Responsible for time and leave entry in PeopleSoft. Oversees, conducts and organizes new employee orientation to educate new hires on agency policies, benefits, retirement and services available. Verifies attendance, hours worked, and pay adjustments and reconciles payroll discrepancies for hourly/temporary employees. Responsible for handling garnishments and maintaining personnel files. Answers routine personnel related inquiries and serves as agency contact for Employee Retirement System (ERS) leave certification.

MINIMUM QUALIFICATIONS: Completion of a bachelor's degree from an accredited college or university; OR Four years of related experience in human resources.

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:

- Experience entering and managing data in PeopleSoft;
- Five years of professional-level experience in human resources;
- Experience processing, managing, entering, and certifying leave;
- Experience in Microsoft Office, Word, and Excel;
- Experience in handling new hire orientation;
- Experience in processing hourly timesheets and working with the State Accounting Office; and
- Strong written and oral communication skills and ability to effectively interact with general public.

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 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 (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. 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.