



GEORGIA DEPARTMENT OF AGRICULTURE

JOB ANNOUNCEMENT

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

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| JOB TITLE: | DIRECTOR, HUMAN RESOURCES |
| POSITION NUMBER: | 00052558 |
| LOCATION: | INSPECTOR GENERAL DIVISION, HR OFFICE, ATLANTA |
| POSTING DATE: | AUGUST 14, 2017 |
| APPLICATION DEADLINE: | OPEN UNTIL FILLED |
| WHO MAY APPLY: | ALL QUALIFIED APPLICANTS |
| PAY GRADE: | P |
| ENTRY SALARY: | 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 Human Resources 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 HR 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 HR 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 include the following:

- Oversee all aspects of human resources for a department with over 500 employees, including compliance, staffing, employee relations/development, performance management, compensation, and benefits.
- Develop and implement HR policies and practices to ensure compliance with applicable laws and rules, including FMLA, FLSA, Title VII, ADA, ADEA, and the State Personnel Board Rules.
- Manage personnel and workforce management actions including recruitment, new hires, promotions, demotions, transfers, terminations and reductions in force.
- Manage and oversee the New Hire Orientation Program.
- Analyze, interpret and evaluate complex legal and technical issues and make appropriate recommendations to senior management.
- Investigate complaints, mediate disputes and facilitate conflict resolution.
- Provide strategic guidance and advise management regarding personnel policies and procedures.
- Coordinate the workers' compensation program and serve as the compliance officer for the Americans with Disabilities Act.
- Prepare guidance documents, manuals, guidelines and webinars.
- Design and implement programs to ensure alignment with organizational objectives and goals.
- Manage, supervise and directly oversee five employees within the HR office.

- Other duties as assigned.

MINIMUM QUALIFICATIONS: Bachelor's degree in a related field from an accredited college or university and five years of management experience in HR; or two years of experience required at the lower level Sr. Mgr. HR (HRM012) 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:*

- *Juris Doctor degree and/or member of the Georgia Bar;*
- *Five (5) years of prior work experience in HR for a state agency, local government, or federal agency;*
- *Employee relations experience;*
- *Expertise or key knowledge of all relevant federal and state employment laws;*
- *Seven or more years of progressive level experience with *PeopleSoft HCM*;*
- *Three+ years of experience handling FMLA and Workers' Compensation;*
- *Clearly and accurately communicates both orally and in writing;*
- *Exhibits a keen ability to process all actions using agency specific software;*
- *Knowledge of onboarding and ability to prepare and process forms for new employees; 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.

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 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.