



GEORGIA DEPARTMENT OF AGRICULTURE

Gary W. Black, Commissioner

www.agr.georgia.gov

- Annual and Sick Leave Benefits
- Generous Insurance Package
- Twelve Paid Holidays
- Retirement Benefits

JOB TITLE:	HR Specialist 2
POSITION NUMBER:	00052645
LOCATION:	HUMAN RESOURCES OFFICE, ATLANTA, GEORGIA
POSTING DATE:	JANUARY 12, 2018
APPLICATION DEADLINE:	UNTIL FILLED
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
ENTRY SALARY:	\$36,268-\$51,811.56

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: Under general supervision, provides analysis, research and technical expertise in a specific area of personnel within the organization. Assist with projects that have a significant impact to the agency.

Primary Duties & Responsibilities:

- Analyzes organizational, occupational, and industrial data to facilitate organizational functions and provide technical information to business, industry and government
- Applies analytical and professional expertise to one or more personnel disciplines
- Assesses need and develops position analysis instruments and materials
- Consults with or servers as a technical liaison between business, industry, and government officials
- Ensure Organizational compliance with and state laws, including reporting requirements
- Participates in meetings or presentations and assists with the preparation and distribution of communication materials
- Researches and prepares occupational classifications, position descriptions, salary scales and competency appraisal measures and systems
- Analysis and administers benefits, FMLA, unemployment insurance, and workman's compensation.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university AND Two years of related experience in human resource OR One year of experience required at the lower level HR SPEC 1 (HRP020) or position equivalent. Note: An equivalent and combination of education and job specific

experience that provided the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-over-year basis.

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.

- Via Team Georgia Careers <http://team.georgia.gov/careers/>

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 any time a successful applicant pool has been identified.

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