



HR Generalist 2
Job Code HRP011
Pay Grade K

Minimum \$36,268
Midpoint \$51,811
Maximum \$63,469

JOB DESCRIPTION:

ARPA Grant funded position for two (2) years. Under general supervision, the Human Resources Generalist 2 provides multiple human resources services in support of the organization. Provide leadership to the entire agency in the areas of transactions, performance management, classification, compensation, recruitment, and more. The position is part of a small team of HR professionals who provide services to a large agency in multiple areas to support the mission and deliver a high level of customer satisfaction.

Primary Job Functions

- Coordinates the implementation of human resources procedures and processes and distributes as necessary.
- Facilitates the Recruitment Plan by organizing cover letters and resumes, scheduling interviews, and vetting candidates.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate parties.
- Supports internal and external inquiries related to the HR department.
- Generates official agency documents i.e. offer and appointment letters.
- Facilitates, coordinates and schedules onboarding program meetings.
- Maintains confidential department files, i.e. personnel, I-9s, etc.
- Develops management-employee communication notifications for timecard entry and approval, Sexual Harassment training, performance management and Employee Update List, etc.
- Oversees HR engagement events, programs, and meetings.
- Assists in the development of human resources policies and procedures which support the agency's overall mission, goals and objectives and facilitate efficient cooperation across districts, facilities, offices and/or divisions.
- Presents human resources issues/needs to central agency staff and advocates for resolutions appropriate for organization.
- Attends internal and external educational programs and professional meetings as available for continuing professional education.
- Attends regular meetings of available and applicable professional organizations.
- Reads and evaluates professional literature on continual basis; translates complex or technical information into a format that can be understood by others and distributes as needed.
- Incorporates knowledge of pertinent new trends and developments into policies and procedures. Makes recommendations for any related organizational changes.

- Continuously learn the latest HR best practices to improve workplace efficiency.
- Performs special projects as required.
- Performs other duties as assigned.
- Serves at the pleasure of the Executive Director.

Required Skills and Abilities

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the agencies HRIS and talent management systems.

Technical Competencies:

1. Knowledge of principles, concepts and professional standards of State of Georgia human resources administration
2. Knowledge of the human resources disciplines, classification, compensation benefits, etc.
3. Knowledge of State Personnel Board rules, regulations, policies, and procedures
4. Knowledge of research methodologies
5. Ability to use human resource specific computer software
6. Ability to work effectively with a team

Entry Qualifications

Bachelor's degree from an accredited college or university OR four year of human resources experience. Note: An equivalent combination of education and job specific experience that provides the knowledge, experience and competencies required to successfully perform the job at the level listed may be substituted on a year-for-year basis.