



**GEORGIA DEPARTMENT OF AGRICULTURE
JOB ANNOUNCEMENT**

Gary W. Black, Commissioner

- Leave Benefits
- Insurance
- Paid Holidays
- Retirement

JOB TITLE:	PS: HR GENERALIST (WL) OR PS: HR GENERALIST (AL)
POSITION NUMBER:	00052019
LOCATION:	INSPECTOR GENERAL DIVISION, PERSONNEL OFFICE, ATLANTA
POSTING DATE:	SEPTEMBER 30, 2015
APPLICATION DEADLINE:	OCTOBER 5, 2015
WHO MAY APPLY:	ALL QUALIFIED APPLICANTS
PAY GRADE:	PS: HR GENERALIST (WL) – PAYGRADE 15 PS: HR GENERALIST (AL) – PAYGRADE 16
ENTRY SALARY:	PAY COMMENSURATE WITH EDUCATION AND 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: Under general supervision, provides professional and technical human resource services for the GDA. This position is primarily responsible for: recruitment and selection; job and compensation analysis/organization; transaction management; PeopleSoft queries; and providing advice and recommendations to GDA staff and management. The HR Generalist is further responsible for drafting and posting announcements, reviewing/screening applications, participating in job fairs, performing background checks, and compliance with rules/regulations relating to hiring. Duties also include entering and auditing leave, wage administration, FLSA compliance and/or other duties as assigned. Occasional/limited travel throughout the State of Georgia may be required.

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:*

- Three or more years of direct recruiting experience for either a State of Georgia agency or large private entity;
- Experience working in state government;
- Experience with Taleo;
- Proficiency in PeopleSoft HCM;
- Skill in reviewing personnel transactions and familiarity with transaction management;
- Knowledge of Georgia State Personnel Board Rules, and other relevant state and federal laws and regulations relating to human resources;
- Experience working with SAO (State Accounting Office);
- Experience reviewing and entering PMF's;
- Excellent communication skills, including writing professional letters and correspondence;

- Working knowledge of Microsoft Office.

ADDITIONAL INFORMATION: Your resume and/or application must clearly demonstrate how you meet Minimum and Preferred Qualifications.

HOW TO APPLY: WE ACCEPT STATE APPLICATIONS BY EITHER 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. No notification will be sent to applicants except those who are selected for interviews. Due to the large volume of submissions received by this office, information concerning application and/or interview status cannot be provided.

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