



Department of Administrative Services **JOB ANNOUNCEMENT**

ANNOUNCEMENT 201332 - position 00092277 & position 00193368

POSITION: Human Resources Specialist – Policy and Compliance

LOCATION: Human Resources Administration Division
200 Piedmont Avenue
504 West Tower
Atlanta, GA

APPLICATION DEADLINE: November 26, 2013

WHO MAY APPLY: All Qualified Applicants

PAY GRADE: 15 or 16 (depending on qualifications)

ANTICIPATED HIRING SALARY RANGE: \$40,000 – \$53,000 per year if filled at the pay grade 15 level

\$45,000 – \$58,000 per year if filled at the pay grade 16 level

(Hiring salary will be based on experience, credentials, pay equity, and statewide rules)

GENERAL DESCRIPTION: The Georgia Department of Administrative Services (DOAS) is currently accepting applications for the position of Human Resources Specialist within the Policy & Compliance Unit. We encourage applicants with strong research, analytical, writing, and communications skills to apply. The selected applicant will have the opportunity to contribute to significant statewide initiatives, such as setting statewide HR policy and mitigating risk through implementing a new audit program and developing compliance toolkits with model policies and processes. The ideal applicant will have:

- Knowledge of employment laws, including those applicable to the public sector,
- The ability to translate legal provisions into understandable, usable language,
- The ability to build and maintain trusting relationships with HR professionals at all levels throughout the state,
- A strong customer service focus, and
- A desire to support the success of state government employers through providing guidance and resources.

Position responsibilities include but are not limited to the following:

- Providing technical expertise in HR policies and compliance, serving as a point of contact for the state government HR community in the interpretation of HR rules, policies, and employment laws, and assisting customers with their internal policy development.
- Initiating or conducting research and analysis on various HR issues, compiling data, citing sources used, and producing related reports.
- Assisting in the development of statewide policy by conducting research,

making recommendations, and composing drafts.

- Conducting HR audits and evaluating and analyzing audit information for compliance with established laws, rules, and best practice guidelines.
- Coordinating staff reductions and furloughs.
- Preparing accurate and complete reports/summaries and presentations. Extracting relevant HR information from HRMS systems and transforming it into audit fact reports. Discussing findings and recommendations with appropriate parties.
- Assisting in the development of HR Model policies, procedures, and training materials to improve compliance and overall performance of HR programs.

This position will require travel and successful completion of a pre-employment background check.

MINIMUM QUALIFICATIONS: Pay grade 15 --
Completion of a bachelor's degree from an accredited college or university **AND** One year of related experience in human resources **OR** One year of experience in an equivalent area to the lower level. **NOTE:** Professional experience may substitute for the degree on a year for year basis.

Pay grade 16 --
Completion of a bachelor's degree from an accredited college or university **OR** Master's degree **AND** One year of related professional human resources **OR** One year of experience in an equivalent area to the lower level. **NOTE:** Related experience may substitute for the degree on a year for year basis.

PREFERRED QUALIFICATIONS:

Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Professional Experience in a human resources program which required competency in the practical interpretation & application of HR policies & procedures & employment law
- State government experience in the interpretation and application of State Personnel Board Rules and or State Benefits Plan Council Rules
- Experience in writing HR policy
- PeopleSoft HCM experience
- PHR or SPHR Certification

HOW TO APPLY:

Resumes and/or completed State of Georgia application should be emailed to DOAS Human Resources at recruiter@doas.ga.gov or faxed to 404-463-3699 by close of business (5:00 p.m.) November 26, 2013.

- Please reference the job title or announcement number for which you are applying.
- Please include salary requirements on your resume.

Applications/resumes received without a job title, announcement number or salary history will be considered unsolicited applications and will not be reviewed.

This position is subject to close at any time once a satisfactory applicant pool has been identified.

You may also apply through the Careers website at <https://www.careers.ga.gov/> by the published deadline. Should you need an alternate method to apply as a reasonable accommodation, please contact Sharon Carter in DOAS Human Resources at 404-656-2789 or recruiter@doas.ga.gov.