



**GEORGIA  
DEPARTMENT OF  
PUBLIC HEALTH  
(GA)**  
invites applications  
for the position of:

**Human  
Resources  
Director**

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**SALARY:** \$46,310.72 - \$70,000.00 Annually

**OPENING DATE:** 03/07/17

**CLOSING DATE:** Continuous

**DESCRIPTION:**

**Location:** District 2 Regional Office, 1280 Athens Street, Gainesville, GA 30507

**Recruitment:** This position is open to all qualified applicants.

**Pay Grade:** M

**Position:** 00001636

*In addition to a competitive salary, we offer a generous benefits package that includes employee retirement plan, deferred compensation, 12 paid holidays, vacation & sick leave, dental, vision, long term care, and life insurance.*

District 2 Public Health serves 13 counties in the northeastern portion of Georgia and includes Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union and White counties.

The mission of public health is to promote and protect the health of people in Georgia wherever they live, work and play. We embrace this mission by serving individuals, families, and communities to improve their health and enhance their quality of life.

**JOB RESPONSIBILITIES:**

Responsibilities: (Under General Supervision)

- Provides or ensures accurate interpretation and enforcement of labor laws and other applicable laws and guidelines. Recommends and/or develops and implements policies and guidelines that are consistent with the goals of the agency and applicable state and federal guidelines and which foster inter-departmental cooperation.
- Compiles and analyzes data or information to produce reports, documents, and outcomes of personnel issues.
- Develops and conducts or coordinates through external sources relevant training for agency staff to enhance job skills and performance.
- Assists in the development of policies and procedures related to Equal Opportunity, Americans Disabilities Acts (ADA) and the Fair Labor Standards Act (FLSA).
- Researches and reviews regulations, laws, guidelines and/or other information applicable to the problem. Obtains information from involved parties using effective interviewing techniques. Correctly analyzes problems and possible solutions.

- Determines appropriate recommendations according to applicable information. Actively promotes/effects appropriate actions that resolve the problem. Serves as mediation resource for the agency.
- Coordinates employee performance and appraisal programs. Oversees the timely entry of data into the appropriate system, including information pertaining to employee separations, pay appointments, leave transfers, benefits, etc. Oversees the proper administration of personnel payroll functions, including salary changes, wage assessments, etc. Oversees administration of the leave program, including proper distribution, receipt and review of leave grids for accuracy and completeness. Oversees the management of personnel records, including proper maintenance, storage, transfer and review of personnel records and employee information.
- Develops or assists in the review, development, and implementation of personnel policies and procedures. Advises managers on employee disciplinary issues. Encourages progressive discipline when appropriate, ensuring that actions adhere to all relevant rules and policies. Advises employees and managers on workplace conflict resolution. Encourage informal resolution when possible. Assist management personnel with drafting of disciplinary or proposed adverse action letters, ensuring that all procedural requirements are met. Prepares necessary adverse action documents in a timely manner and in compliance with Agency and State Personnel Board Rules and Regulations. Strictly follows established procedure related to confidentiality of data.
- Ensures organizational compliance with federal and state laws, including reporting requirements. Establish policies and procedures by consulting with agency management on consistent practices in processing pay issues. Recommends appropriate actions regarding job pay grade assignments in accordance with established guidelines.
- Identifies current and prospective staffing requirements, prepares and posts notices and advertisements, and collects and screens applications. Modifies reports as requested to reflect changes in data analysis and management needs.
- Negotiates and mediates labor disputes and grievances and provides advice on employee relations. Treats personnel fairly giving no one preferential treatment. Communicates accurate information to all personnel in a professional and courteous manner that conveys a willingness to assist.
- Plans, develops, implements, and evaluates personnel strategies including salary administration, policies, programs, and procedures to address an organization's human resource requirements.
- Promotes human resource development viewpoints, programs, and services. Attends internal and external educations programs and professional meetings as available for continuing professional education. Attends regular meetings of any available and applicable professional organizations.
- Serves as a liaison with external entities including other agencies, organizations, committees, task forces, etc. Provides appropriate input/consultation to assist management in developing short and long term, training plans for division/department.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in a related field from an accredited college or university AND Three years of supervisory human resource experience. Note: Experience may be substituted on a year for year basis for education.

### **Preferred:**

Preferred Qualifications: PHR Certification Bachelor's degree in Human Resources, 2 years working with PeopleSoft Software, at least 2 years HR management for a large company over 150 employees.

**ADDITIONAL INFORMATION:**

To be considered for employment at the District 2 Public Health you must complete an online application. This job application can be found at [www.dph.georgia.gov](http://www.dph.georgia.gov). Click on "About DPH" and then "Careers", locate position then click "Apply" to begin your application. Please make sure you have selected the specific job you are interested in and qualified for. You will receive an email or telephone call if you are selected to participate in the interview process. Please do not send hard copies of application materials. All information can be uploaded to the online system.

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.

Applications must include an email address and daytime phone number where applicant can be reached. Incomplete applications may not be considered.

Pre-employment drug screen and criminal records check are required.

Note: An applicant who has a disability requiring special accommodations should contact this office. In accordance with Georgia's Drug Free Workplace Act, it has been determined that certain positions warrant pre-employment drug testing.

We are an Equal Opportunity Employer.

For more information regarding employment with District 2 Public Health please visit our website at [www.phdistrict2.org](http://www.phdistrict2.org).

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