



The
Georgia Public Service Commission
is accepting applications for

HUMAN RESOURCES

Annual Salary: Starting at \$57,000 or commensurate with credentials.

Recruitment Period: Until filled

Number of Openings: 1

Description:

A state agency with under 100 employees and annual funding of about \$10 million is seeking an experienced Human Resource (HR) Manager to perform a variety of HR functions. The successful candidate will perform work of considerable difficulty with minimal supervision.

Duties and Responsibilities:

As the sole HR Manager for the agency the incumbent will perform HR functions meeting stringent deadlines with the utmost accuracy. HR duties include: writing job ads; recruiting candidates; arranging interviews and onboarding new Staff members; maintaining an Agency Handbook for new Staff; rolling out annual open enrollment information on insurance and benefits; assisting Staff with training and professional development; assisting staff as they prepare to retire; working with other agencies, such as Employee Retirement System (ERS), State Health Benefit Plan (SHBP), Ga Breeze and State Accounting Office (SAO); maintaining accurate personnel, payroll and benefit records in the HCM Teamworks system; and maintaining timely attendance records for Staff. Other duties require providing payroll information for federal and state payroll taxes, payroll deductions and employer payroll costs; preparing SAO and Department of Audits year-end reports; and participating in state, federal and inter-agency audits as required.

Minimum Training, Experience, Skills and Abilities: Completion of a Bachelor's degree and at least 3 years of full-time experience within the Agency. Good oral and written communication skills. Ability to effectively communicate with all levels of Staff including the Commissioners. Team player. Critical thinker. Proficient in accounting software and Microsoft applications: Excel, Word and Outlook. Ability to learn PeopleSoft HCM and other Technologies in order to improve the Agency's processes.

Preferred Qualifications: Bachelor's degree in Human Resources. Five or more years of full-time related experience. Proficiency in PeopleSoft HCM.

Evaluation Information: Must successfully complete background investigation.

Additional Information: Submit an application package with the following items:

1. Public Service Commission Application
2. State of Georgia Application
3. Cover Letter and Resume
4. College Transcripts

To Apply: Select "Apply Online" for the relevant position at <https://psc.ga.gov/career-opportunities/>. Submit your contact information and upload your application package following steps 1 through 5.