DeKalb County Board of Health

Protect, Promote and Improve

JOIN OUR TEAM

Human Resources Coordinator

Position #10574

POSTED: **June 9, 2023** **DEADLINE TO APPLY:** **Jun 23, 2023**

EXCEPTIONAL BENEFITS INCLUDE:

- 13 Paid Holidays
- 3 Weeks Annual Leave
- 3 Weeks Sick Leave
- Flexible Schedules within our core working hours of M-F 8:15am-5pm
- Pension Plan
- Employer 401K Match
- Payroll Deductible Health Benefits
- Payroll Deductible Flex Benefits
- Flexible Spending Accounts
- Worksite Wellness
- Diverse Workforce
- Opportunities for Growth
- Hybrid teleworking option for eligible positions after probation

LOCATION: E.L. Richardson Health Center – Office of Workforce Development

ORGANIZATION SUMMARY: Dekalb County Board of Health works to protect, promote and improve the health of those who live, work and play in DeKalb County. We are committed to our mission through service quality, diversity, innovation, a professional workforce and leadership. Our vision is to be the leader in creating a healthier DeKalb through information, education, empowerment, partnerships, policies and planning, quality and excellence. We invite you to come and be a part of our team. For more information about our agency please visit **https://www.dekalbhealth.net**.

SALARY INFORMATION: Up to $42,467.04 Annually/Pay Grade H/ Job Code HRP051

DUTIES: Under general supervision performs duties for a variety of Human Resource Management programs and provides assistance to program activities. Performs data collection and analysis for salary and benefit administration, salary, benefit and classification programs, compensation and benefit program design, assists in the development of policies and programs, and supports special projects. Responsible for administrative coordination for the Office of Workforce Development.

MINIMUM QUALIFICATIONS: Associate's degree from an accredited college or university AND Two years of experience performing personnel related functions.

PREFERRED QUALIFICATIONS: Bachelor's Degree preferred. Previous experience working in an HR Department. Thorough knowledge of personnel processes and federal and state employment laws; Ability to explain personnel process to employees at any level; Ability to use office software i.e. Microsoft Office; People Soft, Munis, etc.; Ability to input and process data and forms in a timely manner with minimal errors; Ability to maintain accurate employment records and logs. Previous state experience preferred. Knowledge of MUNIS Purchasing and HR Modules a plus.

NOTE: Employment with the DeKalb County Board of Health is not complete or official until applicants meet all pre-employment requirements. If this position requires a college degree and you are selected for an interview, you will be required to submit official transcripts to the Human Resources Department prior to any official offer of employment.

Not Every Applicant Will Receive an Interview and Only Those Selected for an Interview Will Be Notified

Fingerprint Criminal Records Investigation Is Required

ALL APPLICANTS MUST APPLY FOR THIS POSITION AT:
www.dph.georgia.gov
(Must complete application)

AN EQUAL OPPORTUNITY EMPLOYER
If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to:
Michelle.Raines@dph.ga.gov