



GEORGIA DEPARTMENT OF
COMMUNITY HEALTH
Division of Public Health

2 Peachtree Street, N.W.
Atlanta, GA 30303-3159
www.dch.georgia.gov

Rhonda M. Medows, MD, Commissioner

Sonny Perdue, Governor

Human Resource Manager

Division of Public Health

Job Description:

The Georgia Department of Community Health (DCH), Division of Public Health, Office of Human Resources, is seeking experienced candidates to fill the Human Resources Manager position located in Atlanta, GA.

Under limited supervision, the HR Manager will direct and manage human resources functions through subordinate staff. The areas of responsibilities will include transactions, benefits, compliance, and employee relations activities for over 1,200 employees and may include compensation, recruitment and classification. The HR Manager will report to and assist the Human Resources Director in implementing goals and strategies in support of the Office of Human Resources and the Department of Community Health. The HR Manager will represent the HR Director on various teams, committees and/or panels and will serve in the absence of the HR Director. Other duties include the following:

- Overseeing the development and on-going management of the Immunization Section with statewide impact in health, education, social services, and human resources management.
- Developing and managing operating budget comprised of multiple funding sources.
- Managing human resource and employee relation functions.
- Creating and maintains a high performance environment characterized by positive leadership and a strong team orientation.
- Maintaining knowledge of current trends and developments in the fields by reading appropriate books, journals, and other literature and attending related seminars and conferences. Applies pertinent new knowledge to performance of other responsibilities.

Qualifications:

Bachelor's degree from a four year college or university AND Two years of professional human resource experience as a lead worker/supervisor

OR Four years of professional human resource experience, two years of which as a lead worker/supervisor

OR One year of experience at the lower level (HRP012)

Preference will be give to applicants who, in addition to meeting the above requirements, possess knowledge/experience in one or more of the following:

- Completion of an undergraduate degree in human resources, business administration, public administration
- Four or more years of professional experience in three or more of the following areas of human resources ; employee relations, transactions, performance management, workforce planning, and organizational development
- Three years of supervisory experience
- Experience in project management
- Experience in the development and delivery of presentations and training sessions
- Experience using PeopleSoft

Benefits:

In addition to a competitive salary (**\$45,000- \$50,000**), 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. For general information about benefits go to: www.state.ga.us/employee/flexible.asp. For information on the retirement plan go to: www.ersga.org/ers.html

Area Information

This position is located in metro [Atlanta](#).

From a virtually uninhabited railroad terminus in 1837 to a sprawling metropolis of over four million people today, metro Atlanta has the vibrancy of the world's great urban centers combined with the Southern charm of small town centers such as Roswell and Decatur. Here you'll find historic sites from the Civil War through the Civil Rights era, as well as world-class shopping, entertainment, and nightlife.

Applying for this position

Please email a resume and cover letter in Microsoft Word format to: willis@dhrjobs.com

To ensure proper routing/handling of your credentials, copy/paste or type the following in your subject line: [HR Manager](#)

Unless contacted, applicants should not expect to be informed by the department regarding the hiring process or decision.

Applicants being considered for this position may be subject to a criminal history and/or a financial history check. This position is subject to closing at anytime once a satisfactory applicant pool has been identified by the hiring authority.

