

DeKalb County Board of Health

HR Generalist 1

Position # 10032

(Salary is offered based on Education, Experience and/or Budget)

POSTED: October 12, 2021

DEADLINE TO APPLY:

October 26, 2021

LOCATION: E.L. Richardson Health Center – Human Resources

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>.

WHAT WE OFFER: A generous benefits package, which includes employee retirement plan; 12 paid holidays annually; vacation and sick leave; health, dental, vision, legal, disability, accidental death and dismemberment, health and childcare spending account.

DUTIES: We are looking for a hardworking and reliable HR administrative assistant to join our ambitious Human Resources dream team! If you are passionate about HR operations and you would like to give your contribution in creating a great organizational culture, this is the right position for you. Under general supervision, assesses, plans and coordinates training and development sessions for the DeKalb County Board of Health. Provides training and development services for departmental projects and supports all areas of departmental operations. Assists with training operations, conducts assessments to determine training needs and develops training instruction and materials. Assists with training operations, training needs assessment, training material development and instruction. Works with the HR Director and other staff members to evaluate and standardize business processes and tools in order to ensure quality of instructional service delivery. Develops, conducts, and evaluates employee training and development programs. Responsible for employee benefits and HR functions for DBOH, including but not limited to benefit and HR processing, record maintenance, compliance, leave entry, new employee orientation and on-boarding, HRIS entry, ERS (retirement), and background checks. Provides DBOH employees with general information (such as participation eligibility, coverage options, premiums and/or administrative procedures) regarding the state health and flexible benefit programs and discounts. Facilitates DBOH training courses, new employee orientation and on-boarding. Other duties as assigned.

MINIMUM QUALIFICATIONS: Associate's degree from an accredited college or university **OR** two years of human resource experience.

PREFERRED QUALIFICATIONS: In addition to the minimum qualifications, preference will be given to applicants that have a bachelor's degree and three or more years of experience in planning, developing, designing, delivering, or evaluating training programs or academic instruction **OR** four years' experience delivering training that included developing instructional materials and lesson plans. Previous employee benefit knowledge (health and flexible benefits) and experience. State of Georgia experience preferred.

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

