



CAREER OPPORTUNITY

HR Generalist - Recruitment

OUR MISSION... To provide a clean, comfortable, and safe environment on Capitol Hill.

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 36 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta.

Job Information

Job Type: Full Time

Number of Vacancies: 1

Unit: Human Resources

Hiring Salary: Salary Commensurate with Experience

\$39,970.99 (Min)-\$52,335.11 (Mid)-\$64,699.23 (Max)

Location: Atlanta, GA

Opens: May 9, 2024

Closes: May 23, 2024

This position is subject to close at any time once a satisfactory applicant pool has been identified.

Applicants who require accommodations for the application process should contact, 404-463-5664 or e-mail hr-email@spo.ga.gov

TO APPLY:

Email **resume** in Microsoft Word or PDF format to: hr-email@spo.ga.gov with the following in the subject line of your email: **HR Generalist 1**



Our goal is to be a diverse workforce that is representative of the citizens we serve. GBA does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, or military service. GBA is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. All employment is decided on the basis of qualifications, merit, and business need.

Position Overview

Position Description: Under close supervision, the HR Generalist 1 is responsible for recruitment and selection, onboarding, new employee orientation and other human resources functions. Maintains positive working relationships with members of leadership from the Georgia Building Authority (GBA), Georgia State Financing and Investment Commission (GSFIC), and the State Properties Commission (SPC) by understanding the business objectives of each entity and developing effective and efficient recruitment strategies. The incumbent will also be responsible for maintaining recruitment metrics. The HR Generalist 1 also performs other job-related duties as assigned.

Essential Functions:

- Assists in establishing recruiting requirements by collaborating with hiring managers to understand organizational needs.
- Supports the creation and maintenance of applicant pipelines by engaging with community organizations, educational institutions, and professional associations.
- Assists in reviewing incoming applicant submissions to determine qualifications for positions.
- Supports the posting of job announcements and maintains applicant tracking systems.
- Assists in coordinating aspects of onboarding and New Employee Orientation (NEO).
- Provides support and guidance to staff regarding recruitment strategies.
- Assists in coordinating career fairs and representing the organization at external job fairs.

Minimum Qualifications: Associate degree from an accredited college or university or two years of human resource experience.

Preferred Qualifications: Experience working in State Government, experience in recruitment and selection, Degree in Human Resources or Business Administration, PHR/SPHR and or SHRM-SCP certification, HR transactions experience, position management experience, Peoplesoft experience

Competencies: Knowledge of the Human Resources field, including recruitment and selection. Effective oral and written communication skills; good listening skills. Willing and open to change; takes initiative to learn new skills; maintains confidentiality; meets customer needs; respectful and considerate. Works well in and demonstrates a commitment to a diverse workforce/workplace. Strong organizational and presentation skills. Able to work independently. Must be proficient in the use of PeopleSoft HCM and Microsoft Office Suites

The selected applicant must be authorized to work in the United States and must successfully pass a pre-employment criminal background check, motor vehicle records check, and drug screen.

Due to the large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. Notifications will only be sent to applicants who are selected for the interview.

Please visit our website at www.gba.ga.gov for additional GBA career opportunities.