



# Human Resources Generalist

## 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. GBA provides maintenance, renovations, housekeeping, landscaping, food service, event catering, recycling, parking, and building access services to state employees housed in GBA-managed facilities.

### Job Information

**Job Type:** Full Time

**Number of Vacancies:** 1

**Hiring Salary: (GSFIC Pay Grade: 16)**  
\$39,700.00 - \$50,000.00

*Starting salary commensurate with experience*

**Location:** Atlanta, GA

**Opens:** April 16, 2014

**Closes:** April 23, 2014

(Must be received by 5 p.m.)

To obtain the detailed job description or applicants who require accommodation for the application process should contact 404-463-5660 or e-mail

[spohr-email@spo.ga.gov](mailto:spohr-email@spo.ga.gov)

*GBA will attempt to meet reasonable accommodation requests whenever possible.*

### **INTERESTED? Here's What You Need:**

Email **resume** in Microsoft Word/PDF format to [spohr-email@spo.ga.gov](mailto:spohr-email@spo.ga.gov)

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email:

**[GBA - Human Resources Generalist](#)**



**Website:** [www.gba.ga.gov](http://www.gba.ga.gov)

### Position Overview

**Duties:** Under general supervision, provides professional human resources services for the Georgia State Financing & Investment Commission, Georgia Building Authority and State Properties Commission. Administers multiple human resources functions. Areas of responsibility include, but are not limited to, transactions, recruitment and selection, drug testing, orientation, performance management, classification, unemployment claims, training, benefits, leaves of absence (FMLA, Leave Without Pay, etc.), workers' compensation, disability claims, leave, HR/Payroll actions, temporary staffing, filing, and other human resources functions.

The omission of specific statements of duties does not exclude them from the classification if the work is similar, related or a logical assignment for this position.

#### **Minimum Qualifications**

Completion of an undergraduate degree from an accredited four year college or university, three (3) years of professional-level Human Resources experience, and experience using PeopleSoft HCM, Kronos, and Microsoft Office

OR

Seven (7) years of professional-level Human Resources experience and experience using PeopleSoft HCM, Kronos, and Microsoft Office

#### **Preferred Qualifications**

In addition to meeting the minimum qualifications, preference will be given to those applicants who possess the following:

- \*Bachelor's degree or Master's degree in Human Resources or Business Administration
- \*PHR or SPHR certification
- \*Experience in the following disciplines of Human Resources:
  - \*The administration of Federal programs such as FLSA, FMLA, ADA, etc.
  - \*Recruitment and selection
  - \*Benefits
  - \*Transactions

#### **Competencies**

Knowledge of the Human Resources field, including recruitment and selection, transactions, drug testing, orientation, performance management, classification, unemployment claims, training, benefits, leaves of absence, workers' compensation, disability claims, leave, HR/Payroll actions, and temporary staffing. Effective oral and written communication skills; good listening skills; willing and open to change; takes initiative to learn new skills; adept at critical thinking and situational reasoning; maintains confidentiality; meets customer needs; respectful and considerate; works well in and demonstrates a commitment to a diverse workforce/workplace; completes assignments in an independent manner; ability to organize and analyze data and trends; strong organizational and presentation skills; able to work independently. Must be proficient in the use of PeopleSoft HCM, Kronos, and Microsoft Office.

If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GBA will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.