

**Mississippi Department of Mental Health
Bureau of Human Resources
239 North Lamar Street
1101 Robert E. Lee Building
Jackson, MS 39201**

**www.dmh.ms.gov
(601) 359-1288**

Human Resources Generalist II

This position is available in the MS Department of Mental Health's Bureau of Human Resources. This position entails administrative responsibilities in all phases of Human Resources work in the agency. The work involves assisting the Director of the Bureau of Human Resources in developing, implementing, and maintaining all personnel policies, rules, and procedures associated with the daily functions in the areas of human resources, workforce development, and wellness. Responsibilities also include assisting with recruitment and selection, classification, salary analysis, benefits management, performance evaluation, transfers, separations, and monitoring of the selection process to ensure regulations are met. The incumbent will be responsible for maintaining leave records, agency organizational chart, employee personnel files, and budget information as related to Human Resources transactions. Work is also inclusive of acting as a liaison between various departments, counseling with employees on HR related issues as needed, and fulfilling various office tasks as assigned.

Minimum qualifications:

Education:

A Master's Degree from an accredited four-year college or university in Personnel Management, Public Administration, or a related field;

AND

Experience:

Four (4) years of experience in work related to the described examples, with demonstrated experience in employee benefits administration, performance appraisal, position classification, position management, salary determination, employee selection process, and/or training functions.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in Personnel Management, Public Administration, or a related field;

AND

Experience:

Five (5) years of experience in work related to the described examples, with demonstrated experience in employee benefits administration, performance appraisal, position classification, position management, salary determination, employee selection process, and/or training

functions.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma);

AND

Experience:

Nine (9) years of experience in work related to the described examples, with demonstrated experience in employee benefits administration, performance appraisal, position classification, position management, salary determination, employee selection process, and/or training functions.

Substitution Statement:

Related education and related experience may be substituted on an equal basis, except there shall be no substitution for the demonstrated experience required.

Preferred Knowledge, Skills and Abilities related to Performance of the Job:

Knowledge of Microsoft Office products, Adobe Professional software and knowledge of state personnel policies and procedures. Experience in the operations of E-Verify, SPAHRS, MAGIC and KRONOS. Written and verbal communication skills, empathetic and strong work ethic.

Salary: \$40,286.40

Deadline to apply: January 21, 2022

Interested applicants must submit their resume to the attention of Toni Johnson at the MS Department of Mental Health, 239 North Lamar Street, 1101 Robert E. Lee Building, Jackson, MS 39201 or via e-mail at Toni.Johnson@dmh.ms.gov. For additional information please contact Toni Johnson at 601-359-6244.