

## HR Generalist 2 (Remote)

### Job Location: Davidson County

(This position is currently designated AWS. Any position could ultimately be designated as work from home, mobile work, or free address)

Click [here to apply](#) by January 29, 2024

#### DHS MISSION:

Strengthen Tennessee  
by Strengthening  
Tennesseans

#### DHS VISION:

To revolutionize the  
customer experience by  
growing capacity to  
reduce dependency.

#### DHS VALUES:

- High Performance
- Collaboration
- Continuous Improvement
- A Shared Vision
- Customer-Centered Solutions

Click [here](#) to find out  
more about unique  
benefits:

- Pension
- 401K Match
- Family Tuition
- 12 Paid Holidays
- Career Mentoring
- Emotional Health/Wellness Programs

#### TARGET RANGE:

**\$ 47,496 - \$ 59,496**

The directly related  
experience, knowledge,  
skills, and abilities of the  
selected candidate will  
determine the actual  
salary offer.

#### ABOUT POSITION

An employee in this position will be a member of the HR Operations Support team supporting employees, supervisors, and program management in the Department of Human Services (DHS). The HR Operations Support team has the primary responsibility of supporting employee(s) throughout the full life cycle of employment which includes the hiring process, onboarding, assist with BA benefit questions as (ABC), process all ePAF transaction types, maintain work-related metrics, process time & labor, and off-boarding.

The HR Generalist 2 position will report to the HR Generalist 4 (HR Operations Support supervisor). This position is posted of the Madison County office, but position will move to county where successful candidate is located. This position will work remotely through Alternative Workplace Solutions.

#### RESPONSIBILITIES

- Interprets a variety of current human resources rules, regulations, policies, procedures, and documents for internal and external business partners to facilitate understanding, enhance communications, and ensure compliance.
- Prepares, processes, reviews, audits and corrects and analyzes human resources documents such as employee appointments, promotions, demotions, reclassifications, flex class changes, separations, terminations, transfers, retirement, security access changes, highly confidential transactions, information changes, leave and attendance, overtime reports, pay differentials, longevity, supplemental payroll, unemployment and performance management processing and in addition to other human resources activities.
- Enters employee information, including but not limited to schedule information, general and personal information, leave information, worker's compensation, and other human resources related transactions, into appropriate database tracking software specific to the state and agency, electronic and paper tracking logs and spreadsheets, and other forms.
- Conducts agency specific and specialized training, orientation/on-boarding, and benefits meetings for agency employees to comply with departmental, state, and federal laws, rules, regulations, guidelines, processes, and procedures and prepares standard operating procedure documentation.
- Assists internal business partners with investigations of employee relations issues according to departmental, state, and federal laws, rules, regulations, guidelines, processes, and procedures to develop an action plan for resolving the issue.

- Collects and provides survey data to determine its relevancy to and effects on human resources processes and procedures and inform reporting.
- Resolves benefit, time and attendance, pay, and other issues using departmental, state, and federal laws, rules, regulations, guidelines, processes, and procedures to ensure accurate and timely processing.
- Evaluates qualifications and background check results to determine if candidate/employee is in compliance with minimum qualifications and/or necessary special qualifications and inform decisions on who should be interviewed.
- Prepares, analyzes, audits and maintains a variety of reports with recommendations for action in areas including but not limited to: attendance, benefits, affirmative action and equal employment opportunity issues; classification and organizational structure; selection and retention; occupational safety and health; employee relations; salary plan reports for submission to Finance and Administration using a variety of information to identify corrections for classification and compensation issues; and other general human resources issues.
- Controls the ordering and/or distribution of insurance, benefits, and employee handbooks, employee badges, parking decals, service awards, and state ID cards.
- Handles employee files and other departmental documentation to facilitate file organization, research, and requests from business partners.

## QUALIFICATIONS



- Bachelor's degree in a HR related field
- Experience equivalent to one year of professional human resources work.
- Preferred: EDISON Experience
- Preferred: Time & Labor Experience