HR Generalist 2 – Temporary
DHHR – Office of Human Resources Management
Application Deadline: 8/4/23

Nature of Work:
The Department of Health and Human Resources (DHHR) is seeking to fill a temporary HR Generalist role within the Office of Human Resources Management (OHRM), whose focus will be on analyzing data and entry of time sensitive information within the agency’s system (Oasis/HRM). The ideal candidate enjoys collaborative teamwork and has a keen attention to detail. Preference will be given to candidates with Oasis/HRM and Business Intelligence experience. Key responsibilities include:

• Collects and compiles HR/employee data from a variety of sources including Oasis, Business Intelligence, and Neogov, such as vacancy data.
• Analyzes data and statistics with attention to compliance with rule, law and policy.
• Develop a system intended to track and enter retention incentives approved by the State Personnel Board (SPB), Temporary Upgrades approved by the Division of Personnel (DOP), Temporary and Permanent Discretionary Increases approved by DOP, and other forms of permanent and temporary incentives approved by SPB.
• Maintain multiple biweekly and monthly reports of employee information.
• Assist in providing information useful to the upkeep of a HR Dashboard.
• May assist leadership with other HR initiatives and time sensitive projects as they arise.
• May guide and/or assist with compensation review, such as pay equity, and evaluation.
• Performs other duties as assigned.

Preferred Skills/Abilities:

• Excellent verbal and written communication skills.
• Strong organizational and time management skills with the ability to multitask.
• Strong analytical and problem-solving skills.
• Self-motivation
• Strong ability to learn local, state, and federal statutes and policies as they pertain to DHHR/OHRM.
• Proficient with Microsoft Office Suite or related software, such as the Google Suite.
• Proficient with or the ability to quickly learn the organization's reporting software.

Min. Qualifications:

Education: Bachelor’s degree preferred.
Experience: HR experience preferred.

Position will work Monday through Friday, 40 hours per week. Position is health benefits eligible. Pay will be calculated based on education/experience.