



## West Virginia Human Resources Associate

<b>SALARY</b>	\$2,738.50 - \$4,697.75 Monthly \$32,862.00 - \$56,373.00 Annually	<b>LOCATION</b>	Kanawha County, WV
<b>JOB TYPE</b>	Full-Time Permanent	<b>JOB NUMBER</b>	BMS2500027
<b>DEPARTMENT</b>	HUMAN SERVICES - BMS - BUREAU FOR MEDICAL SERVICES	<b>OPENING DATE</b>	04/28/2025
<b>CLOSING DATE</b>	5/7/2025 11:59 PM Eastern	<b>LOCATION OF VACANCY</b>	KANAWHA

### Nature of Work

#### **BMS2500027**

Kanawha County  
1 Vacancy  
0511P03734

**Department of Human Services (DoHS)/ Bureau for Medical Services (BMS)/ Kanawha Co** - Under general supervision, performs highly confidential and professional level human resources work in the areas of payroll, timekeeping, benefits, personnel transactions, and other human resource functions through HRM/Kronos WVOASIS for the bureau. The human resources management section handles all personnel related transactions at the bureau level. Assess and process personnel transactions into WVOASIS, HRM for all components including, but not limited to, new hires, resignations, retirements, leave of absences, dismissals, suspensions, address changes, reallocations, etc. retain accurate personnel files and records. Prepares and inputs job postings and requests registers through NEOGOV. Review and approve employee timecards for BMS employees. Process SIF forms to CFM for building/parking access. Process parking checks for temp employees and contractors process NAF requests for a network/email account for new hires through the office of technology. Process requests for employees to have access to certain files on the shared drive per management. Answer/forward BMS phone calls to the appropriate staff and answer the BMS emails from the BMS generic email account. Sort and distribute mail. Aid in recruitment and staffing such as attending job fairs. Other job duties as assigned.

### Minimum Qualifications

**Training:** Bachelor's degree from a regionally accredited college or university.

**Substitution:** Candidates may substitute related experience in human resources, payroll, bookkeeping or accounting for the required education at the rate of one (1) year of experience for thirty (30) semester hours of education.

**Promotional Only:** Two (2) years of full-time or equivalent part-time paid experience as a Human Resources Assistant.

**Note:** A valid driver's license may be required.

**Other Information**

PG: 10 \$32,862 - \$56,373

Market Rate: \$50,288

**This job posting is ONLY for current and former eligible state employees to apply.**

If you are NOT a current or former eligible employee, please visit our website, <https://personnel.wv.gov/Pages/default.aspx>, to view and apply online for job titles opened to receive applications from the public.

Applications MUST be submitted directly to the contact person listed below by email or standard U.S. mail.

Email applications to [Bunny.L.Harper@wv.gov](mailto:Bunny.L.Harper@wv.gov) or mail to Bunny Harper at 350 Capitol Street, Room 251, Charleston, WV 25301

Please include posting number BMS2500027 on the application.

Click on this link, [Do you qualify to apply internally?](#), for instructions. You will find links to the fillable PDF internal application, instructions on printing your online account application (if you have one, it is not required), and the internal job posting page.

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**Employer**

West Virginia

**Address**

1900 Kanawha Blvd. East  
Building 3 Suite 500  
Charleston, West Virginia, 25305

**Phone**

(304) 558-3950

**Website**

<http://www.personnel.wv.gov>