**Job Description**

***Human Resource Generalist II***

The Mississippi Department of Information Technology Services (ITS) is seeking qualified persons to fill the role of a Human Resource Generalist II (Human Resource Specialist). This role generally provides assistance to administrators, managers, supervisors, and non-management employees on questions or problems regarding general human resource administration.

***Key Responsibilities***

* Administering agency human resources programs, policies, and procedures related to recruitment and selection, classification, salary analysis, benefits, appointments, performance evaluation, training and development, and employee engagement;
* Providing consultation and advice to managers, supervisors and employees on human resources issues including grievances, investigations, and employee relations issues;
* Preparing reports at an agency or statewide level that can be used by managers and Statewide HR for the purposes of managing human resources costs;
* Provide assistance to administrators, managers, supervisors, and non-management employees on questions or problems regarding general human resource administration.

***Required Skills***

* Must have strong oral and written communication, customer service, and time management skills.
* Must have strong presentation skills.
* Must be able to work effectively with a team to accomplish team projects and solve technical problems.
* Must be able to work within outlined standards and deadlines.
* Must have user-level skills with Microsoft Office Suite products, including Word, Excel, and PowerPoint.

***Qualifications***

Qualified persons should have a bachelor’s degree and 3-5 years of experience

Preferred Qualifications

Experience in the State’s current payroll and human resources systems SPAHRS and MAGIC Employee Central, as well as NEOGOV; Excellent interpersonal skills; Ability to multi-task and maintain confidentiality

***Benefits:***

* Insurance: Health, Life, Dental, Vision, other supplementals.
* Paid Time Off/Holidays
* Retirement Plan
* Employee Assistance Program
* Remote Work Policy for eligible employees

***Job Type:*** Full-Time (8 AM to 5 PM, Monday-Friday)

**Salary:** $40,286.40-$54,990.94 per year

Interested applicants should email their resume or a State of Mississippi Application to recruiting@its.ms.gov and include the position title in the email’s Subject Line.