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**HR Generalist 2**



**Job Location:** 505 Deaderick Street, Nashville TN 37243

Davidson County

**RESPONSIBILITES**

The HR Generalist 2 position is in the Shared Services division. This position will be responsible for classification/compensation transactions including but not limited to position reclassifications, position updates, and pay adjustments. This position will also be responsible for conducting job analysis on existing classifications and to establish new classifications. This position may also assist as needed with a variety of other duties including, but not limited to, the hiring process, onboarding, benefits, protected leave, and transactions.

This position is located on a team that is responsible for certain transactions for the entire Department.

This position is eligible for Alternative Work Space (AWS) 3 days a week once the employee has demonstrated comprehension and strong application of approved processes and workflows.

* Prepare salary plans for submission.
* Submit transactions to adjust employee salaries to reflect adjustments, differentials, in-range, etc.
* Make position updates within HRIS, including position reclassifications, location changes, department ID changes, etc.
* Manage Reports To Change requests and performance documents to ensure supervisory access is accurate.
* Complete job analysis for new and existing job classifications.
* Assist employees with benefits including insurance.
* Keying timesheets for employees while calculating leave exhaustion accurately
* Manage leave of absence cases, including monitoring return to work documentation, leave extensions, and correspondence with employees and medical providers.
* Process FMLA applications, including running queries within the HRIS, determining eligibility, and sending decision letters.
* May also assist with other duties as needed.

**DHS MISSION:**

To build strong families by connecting Tennesseans to employment, education and support services

**DHS VISION:**

To revolutionize the customer experience through innovation and a seamless network of services

**DHS VALUES:**

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

**Unique
Benefits**

* Pension
* 401K Match
* 12 holidays

**ABOUT POSITION**



**How to apply:**

* To be considered for the HR Generalist 2 position with the Tennessee Department of Human Services you must also apply online at [https://agency.governmentjobs.com//tennessee/default.cfm](https://agency.governmentjobs.com/tennessee/default.cfm) by November 12, 2019 at 11:59pm Central Standard Time.
* Target Salary Range: $40, 380 – $52, 500. The directly related experience, knowledge, skills and abilities of the selected candidate will determine the actual salary offer.

**Competencies**

* Customer Focus
* Integrity and Trust
* Drive for Results
* Team Player
* Organizational Agility
* Time Management

For Information regarding State of Tennessee benefits please [click here](https://www.tn.gov/hr/employees1/benefits.html).

**QUALIFICATIONS**

Applicants may be subject to background check. Any position could ultimately be designated as work from home, mobile work or free address (i.e. Employees work in office and can choose from various space options based on need for a given day such as private meeting rooms, conference rooms, collaborative spaces and enclaves for individual work assignments.)

*Pursuant to the State of Tennessee’s Workplace Discrimination and Harassment policy, the State is firmly committed to the*

*principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of*

*all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the*

*workplace. It is the State’s policy to provide an environment free of discrimination and harassment of an individual because of that person’s race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran’s status or any other category protected by state and/or federal civil rights laws.*

**Education and Experience**

Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of professional human resources work.

**Substitution of Education for Experience**

Additional graduate coursework in human resources administration or other related acceptable fields may be substituted for the required experience, on a year-for-year basis, to a maximum of one year.

**Substitution of Experience for Education**

Qualifying full-time professional or paraprofessional human resources experience may be substituted for the required education on a year-for-year basis to a maximum of four years.

* Strong interpersonal skills dealing with employees at all levels within organization, including executive level positions.
* Experience working with a Human Resources Information System (HRIS).
* Experience working with special leave, including FMLA, leave without pay, workers’ compensation, etc. is preferred.
* Experience working with classification/compensation is preferred.