

MISSISSIPPI DEPARTMENT OF ARCHIVES & HISTORY
Administration Division

Special Projects Officer IV
Starting annual salary: \$36,176.62
Deadline for receiving applications: July 22, 2015

To apply for this position online, please go to the Mississippi State Personnel Board at www.mspb.ms.gov and submit an e-application. If you need more information about the application process please contact 601/576-6866.

The Mississippi Department of Archives and History (MDAH) seeks a special projects officer IV in the Human Resources and Administration Division. The position oversees staff development and training, recruits for vacancies, processes employee classification and compensation changes, and assists with disciplinary issues, employee benefit program, policy administration and contract administration. In addition, this position will help with administration of the agency's extensive volunteer program.

Duties of the Personnel Officer II will include, but will not be limited to, the following:

- Assist in the recruitment of new employees
- Conduct new employee orientation
- Provide training to agency staff
- Assist volunteer services coordinator
- Maintain all agency policies, handling updates and filing with Secretary of State
- Coordinate contract approval process, working with deputy director, human resources director, and division directors
- Manage and process the employee leave reporting system
- Process classification and compensation changes
- Perform special projects as assigned

Education and experience must meet one of the following criteria:

- A Master's Degree from an accredited four-year college or university in personnel management, public administration, or a related field;

and

Four (4) years of experience in work related to the above described duties, three (3) years of which must include line or functional supervision

Or

- A Bachelor's Degree from an accredited four-year college or university in in personnel management, public administration, or a related field;

and

Five (5) years of experience related to the above described duties, three (3) years of which must include line or functional supervision.

MDAH is an Equal Opportunity Employer.