

Historic Resources Specialist III, Personnel Officer

Administration

Starting annual salary: \$37,389.00

Application deadline: December 14, 2020

The personnel officer contributes to MDAH's mission by providing strategic support to human resources operations through recruiting, engaging, and retaining staff. Applicants for this position must possess excellent verbal and written communication skills, strong attention to detail, service-orientation, and commitment to confidentiality.

Primary responsibilities of this role include:

- Recruiting new employees
- Managing the MDAH orientation and onboarding program
- Managing the employee benefits program
- Developing and implementing staff engagement and training activities
- Writing and designing monthly employee communications
- Processing employee classification and compensation changes
- Assisting with staff disciplinary issues
- Assisting in conducting salary surveys for agency-specific position titles
- Supervising maintenance of agency personnel records

Applicant education and experience must meet one of the following criteria:

- Master's degree from an accredited four year college or university and one year of related professional experience.
- Bachelor's degree from an accredited four year college or university and two years of related professional experience.

Preference will be give to applicants possessing degrees in personnel management, public administration, or a related field.

To apply for this position, submit an online application via the Mississippi State Personnel Board. For more information, contact the MDAH human resources office at 601-576-6865.

The Mississippi Department of Archives and History is an equal opportunity employer.