



About the Position: The Mississippi State Department of Health is seeking to fill a Human Resources Generalist I position in Hinds County.

Job Responsibilities: The Human Resource Generalist I is part of the Core Processing Division, within the Office of Human Capital and plays a critical role in supporting human resource operations across the agency. This position is responsible for processing personnel actions, managing HR data, maintaining organizational charts, supporting recruitment and selection activities and performing other related duties as assigned. This role requires a high level of confidentiality, strong communication skills and a commitment to excellent customer service. The HR Generalist I serves as a primary liaison between the Human Resources Office, agency divisions, and employees. This is a first-level professional Human Resources position accountable for duties that are professional in nature. Under direct supervision, positions are accountable for duties in agency human resources programs, policies, and procedures related to recruitment and selection, classification, salary analysis, benefits, appointments, and performance evaluation, and ensures work done is in compliance with relevant federal and state laws.

To be Successful: Successful employees need to have excellent multitasking, organizational, leadership and communication skills. Employees must prioritize work to meet deadlines, pay exceptional attention to detail and be an effective team player.

Salary Range: \$36,960.00 - \$38,669.53

Directly related experience and advanced education will be considered for any salary increases beyond the starting salary.

Schedule: 40 hours/week

Location(s): Hinds County

Preferred Qualifications: Typically requires a Bachelor's degree and 0-2 years of experience.

Reference Job Action # 121925

How to Apply: Interested applicants should submit: 1.) Cover letter indicating the location(s) for which he/she is applying; 2.) State of Mississippi Employment Application and/or résumé through [MSDH Online Application](#).

MSDH is an Equal Opportunity Employer