



**COBB & DOUGLAS
PUBLIC HEALTH**

Healthier lives. Healthier community.

Employment Opportunity

HR Generalist 1- Workforce Administration Recruiter Position #00220745

Cobb and Douglas Public Health a nationally accredited health department, headquartered in Marietta, Georgia since 1920 promotes and protects the health and safety of the residents of Cobb and Douglas counties in partnership with several other agencies. CDPH is committed to delivering compassionate, high-quality, affordable healthcare services with special attention to the at-risk population. We work to achieve healthy people in healthy communities by: Preventing epidemics and spread of disease, protecting against environmental hazards, preventing injuries, promoting, and encouraging healthy behaviors, responding to disasters, assisting in community recovery, and Assuring the quality and accessibility of health care. By excelling at our core responsibilities, we will assist our residents in living healthier, longer, and more rewarding lives.

We Offer: Exceptional opportunities along with excellent benefits, which include: 12 paid holidays, 3 weeks each of annual and sick leave per year. A defined benefit retirement plan with full vestment after 10 years of full-time employment; includes an employer 401k match. Payroll deductible health benefits (medical, dental, vision, legal, long-term care, dependent life, AD&D, short and long-term disability, etc.). Medical and childcare spending accounts can be established in addition to deferred compensation options. Flexibility within our core operational hours of Monday-Friday 8am-5pm. Learning and growth opportunities. Employee recognition program. Diverse workforce. And much more!

Summary: This position is primarily responsible for all aspects of recruitment and staffing for the Cobb & Douglas Public Health (CDPH) programs. Reporting to the Manager of Workforce Administration (WA), this position must be prepared to work independently and as part of the CDPH WA team. This position requires effective communication skills to work with not only hiring managers, but also candidates for our position postings. Under supervision performs duties for a variety of Human Resource Management programs, to include backup for daily personnel actions, benefits and other human resources functions as directed and aids program activities and supports special projects. This position works to promote and protect the health and safety of the residents of Cobb and Douglas Counties.

Minimum Qualifications:

Associate's degree from an accredited college or university OR two years of human resource experience.

Preferred Job-Related Skills:

Knowledge of principles, concepts, and professional standards of public personnel, the state personnel disciplines, classification, compensation benefits. Ability to use human resource specific computer software (PeopleSoft, MUNIS)

Salary Information: \$38,500 annually

Applications Accepted: April 6, 2021- April 16, 2021

TO APPLY: In order to successfully apply for a position; the hiring agency requires interested applicants to complete the Cobb & Douglas Public Health's Online Employment Application. This job application can be found at: www.cdph-ess.com. Click on "**Employment Opportunities**" and locate this position, click "**Apply**" and begin your application process.

Thank you for your interest in CDPH. Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: Camilla.Barnes@dph.ga.gov

CDPH has adopted the Council on Linkages Core Competency for Public Health Professionals.
AN EQUAL OPPORTUNITY EMPLOYER