

JOB VACANCY

WE'RE HIRING



Title: Human Resources Team Lead (PIN 4004)
Location: Human Resources
Job Type: Full-Time
Salary Range: \$52,167.66-\$80,919.16 Annually

Qualifications:

Typically requires a Bachelor's Degree and 5+ years of experience.

About the Position:

Serves as the Data Administrator for HR Information Management Systems, overseeing the following areas: Personnel Actions, Time Entry & Leave, Performance Ratings, FMLA & PPLA, Remote Work, other reportable information; functions as a liaison between users and the Office of Information Technology, providing support for human resource information management needs; operates as a Report Developer, addressing the information management needs of HR, management, and staff throughout the agency; manages the Labor Distribution process; performs special duties as assigned.

How to Apply:

A resume or application can be sent to Anna Godfrey at P.O. Box 2261 39225, or by email to AGodfrey@mdeq.ms.gov.