



**Georgia Department of Economic Development
Position Announcement**

Title:	Director of Human Resources	Entry Salary:	\$95k - \$ 115k commensurate with experience*
Division:	Commissioner's Office	Location:	Atlanta, GA
Duties and Responsibilities:	<p>The Georgia Department of Economic Development (GDEcD) is the state's sales and marketing arm, the lead agency for attracting new business investment, encouraging the expansion of existing industry and small businesses, and locating new markets for Georgia products. As the state's official destination marketing organization, it drives traveler visitation and promotes the state as a location for film and digital entertainment projects. GDEcD is responsible for planning and mobilizing state resources for economic development, fostering innovation and the arts to drive opportunity from the mountains to the coast.</p> <p>The Commissioner's Office team encompasses key leadership roles including the Chief Operating Officer, Chief Administrative Officer, Government Affairs, General Counsel, and Human Resources. This team oversees critical functions that support the Department's mission and objectives, sets strategic priorities and promotes a collaborative, productive work environment.</p> <p>Reporting to the Chief Administrative Officer, the Director of Human Resources will supervise a Human Resources Generalist and manage day-to-day human resources functions, serving approximately 170 employees across 10 locations statewide (9 locations with 7-day operations). Must establish and maintain a strong knowledge of business operations to provide advice and guidance to team members and managers in support of management objectives. Specific duties include, but are not limited to the following:</p> <p>Human resources operation:</p> <ul style="list-style-type: none"> • Process human resources and payroll transactions in the state's Human Resources Management System (Workday as of April, 2026). • Oversee semi-monthly payroll processing by Payroll Shared Services at the State Accounting Office in conjunction with GDEcD accounting team; analyze and resolve errors and discrepancies. <p>Policy:</p> <ul style="list-style-type: none"> • Establish and maintain thorough knowledge of State Personnel Board Rules, State and Federal laws, GDEcD and statewide policies and procedures governing human resources in Georgia state government. • Develop GDEcD human resources and operational policies and procedures. • Oversee enforcement of policies and procedures related to human resources functions, as well as investigations into policy violations, as necessary. <p>Employee relations:</p> <ul style="list-style-type: none"> • Manage employee relations ensuring that all employees are treated with fairness and consistency; advising team members and managers to promote a productive, healthy work environment; facilitating conflict resolution; managing the disciplinary process as necessary. 		



	<ul style="list-style-type: none"> • Provide information and advice to team members, supervisors and managers regarding personnel policies, practices and regulations. • Provide supervision, evaluation, and accountability training to supervisors and managers. <p>Performance management:</p> <ul style="list-style-type: none"> • Assist hiring managers with drafting and finalizing job announcements; verifying prescribed minimum qualifications; post to appropriate sources; screen applicants; advise and assist with interviewing and selection. • Manage employee hiring and onboarding programs to ensure a smooth transition for new hires, including job offers, background checks/e-verify, new hire processing, conducting orientation, scheduling training, and ensuring that administrative requirements are completed. • Manage performance management processes ensuring that employees receive constructive feedback and recognition; oversee employee training and development programs to enhance skills and career growth. <p>Compensation and benefits administration:</p> <ul style="list-style-type: none"> • Educate team members regarding benefit offerings, open enrollment, qualifying events, accessing benefits or care, and processing claims. <p>Safety and preparedness initiatives:</p> <ul style="list-style-type: none"> • Serve as the agency safety manager and liaison with the Georgia Emergency Management Agency for emergency preparedness and coordinating response operations as necessary
<p>Minimum Qualifications and Competencies:</p>	<ul style="list-style-type: none"> • High school diploma/GED and six (6) years of professional level supervisory experience in human resources OR Two (2) years of professional level experience in human resources at the senior manager level (HRM012) or equivalent. • Experience processing or overseeing human resources transactions and payroll processing, including analysis and data management. • Demonstrated knowledge of human resources functions including classification and compensation, recruitment, employee relations, training, performance management, workplace investigations and legal compliance with state and federal regulations. • Strong understanding of organizational development, employee management and change management. • Strong oral, written and interpersonal communication skills, with experience communicating detailed information in an understandable manner for team members. • Strong customer service orientation and ability to build relationships at all levels of the agency. • Self-starter, able to manage multiple tasks and priorities simultaneously. • Good judgement, critical thinking, analysis and problem-solving skills.



	<ul style="list-style-type: none"> • Ability to maintain confidentiality with sensitive matters and information. • Proficiency in Microsoft Office applications, including Word, Excel, and PowerPoint. 		
Preferred Qualifications:	<ul style="list-style-type: none"> • Bachelor's degree in human resources management, business administration, public administration or closely related field AND eight years of progressive HR experience. • Experience leading human resources functions for a small organization. • Familiarity with talent performance management and development practices. • PHR, SPHR, SHRM-CP or SHRM-SCP certification. • Experience in Georgia state government. • Experience using Workday HRMS. 		
Travel Required?	Yes, limited	Nights, Weekends Required?	Occasionally
Deadline	Open Until Filled; Apply ASAP. Position will be filled as soon as a suitable candidate is identified.		

Application Instructions: To apply for this position, ***you must submit your resumé and cover letter (PDF format preferred) via the link on our careers page at <https://www.georgia.org/about-us/career-job-search>***. If you do not have internet access or require an accommodation in the application or interview process because of a disability, please contact GDEcD Human Resources at 404-962-4000 or email jobs@georgia.org.

Additional Information for Applicants: All qualified candidates will be considered but may not receive an interview. Preference will be given to applicants who meet both the minimum and preferred qualifications. Internal applicants may be considered prior to other applicants. Information on publicly posted social media accounts may be reviewed as part of the screening process. Applicants who are not selected for interviews will not receive notification.

To be considered for a salary offer above the entry level (if a range is posted), the successful candidate MUST have most of the education and experience qualifications shown as preferred. To receive an offer at the top of the range posted, experience must exceed preferred level. Offers will not exceed the top amount posted.

Applicants selected for hire will be subject to a background check, including a criminal history record check. Depending on the position, the background check may include education verification, credit check, and driving record. Additionally, male applicants between 18 and 26 years of age must present proof of Selective Service Registration if hired.

Please note, if travel is required, the selected candidate will be required to pay travel expenses (hotel, meals, etc.) up front and will be reimbursed within one week of expense statement approval.

GDEcD is an Equal Opportunity Employer