



GEORGIA BUREAU OF INVESTIGATION
JOB VACANCY NOTIFICATION #17-008

POSTED: September 7, 2016

DEADLINE: September 16, 2016

JOB TITLE: Human Resources Recruiter 1 or 2
JOB CODE: HRP050 or HRP051
PAY GRADE: G or H
POSITION NUMBER: 00123041

The position will be filled at the pay grade commensurate with the experience of the selected candidate.

LOCATION: Office of Human Resources
GBI Headquarters (HQ)
Decatur, Georgia

ANNUAL SALARY: G: \$25,000- \$27,500
H: \$30,000- \$32,500

This is a sensitive government position

DUTIES AND RESPONSIBILITIES:

Provides full cycle recruitment and applicant services for an assigned Division within the Georgia Bureau of Investigation (GBI). Provides analysis, research and technical expertise in specific area of Human Resources. Assists with projects that have a significant impact to the agency. Maintain a consistent, high quality, customer-focused orientation when conducting business and providing services or products to clients, the general public and other external customers. Some occasional statewide travel and weekend work is required.

MINIMUM QUALIFICATIONS:

Human Resources Recruiter 1 (G) - HRP050:

Completion of a Bachelor's degree in a Business related field, from an accredited college or university.

Human Resources Recruiter 2 (H) - HRP051:

Completion of a Bachelor's degree in a Business related field, from an accredited college or university **AND** Two (2) years of related professional experience in Human Resources.

PREFERRED QUALIFICATIONS:

Preference will be given to applicants that, in addition to meeting the minimum qualifications, possess one or more of the following:

- Human Resource experience in Classification and Compensation
- Human Resources experience in Applicant services
- A Bachelor's or Master's degree in Human Resources or related HR field

VACANCY OPEN TO ALL QUALIFIED APPLICANTS

TO APPLY:

APPLICANTS MUST SUBMIT:

(2) STATE OF GEORGIA APPLICATIONS:

**Georgia Bureau of Investigation
Attn: Office of Human Resources
P. O. Box 370808
Decatur, GA 30037-0808**

Applications may be obtained by clicking the following link: [GBI State Application](#)

- ❖ The Job Vacancy Number, located at the top of this announcement, along with Job Title and Job Code must be listed on applications for this vacancy.
- ❖ **Applications should be filled out carefully and completely. Applications will not be considered that have "see attached" in lieu of completing the work history and job information on the application.**
- ❖ **Foreign Education:** Applicants who have completed part or all of their education outside the U.S. must have their foreign education evaluated by an accredited organization to ensure that the foreign education is equivalent to education received in accredited educational institutions in the U.S. **This evaluation must be a course-by-course evaluation that includes each completed course/subject and the U.S. credit equivalent. Applicants must submit (2) copies of the credential evaluations to the address noted above by the deadline.** For a listing of services that can perform this evaluation, see the National Association of Credential Evaluation Services website at <http://www.naces.org/members.htm>.
- ❖ Due to the volume of applications we receive, we are unable to provide information on application status by phone or by e-mail. Applicants who are selected for an interview will be contacted to arrange an appointment. Applicants who are not selected for an interview will not receive notification.
- ❖ The GBI reserves the right to close this job announcement once a qualified applicant pool has been identified.
- ❖ Employment for the selected candidate(s) is contingent upon the successful completion of a GBI background investigation including criminal, credit and driver's history checks, polygraph examination, fingerprinting and drug screening.
- ❖ Click the following link for a list of [GBI Employment Disqualifiers](#).
- ❖ Due to budget constraints, the GBI is unable to sponsor or take over sponsorship of an employment visa.

All applications must be received in the GBI Office of Human Resources by close of business on the deadline date posted on this job vacancy announcement.

THE GBI IS AN EQUAL OPPORTUNITY EMPLOYER