

**WEST VIRGINIA**

Division of Personnel
 1900 Kanawha Blvd. East, Building 3 Suite 500
 Charleston, WV 25305

<http://www.personnel.wv.gov>

**invites applications for the position of:
 Human Resources Associate**

An Equal Opportunity Employer

SALARY: \$35,000.00 - \$43,000.00 Annually

DEPARTMENT: DHS - Division of Emergency Management

OPENING DATE: 01/19/23

LOCATION OF VACANCY: KANAWHA

NATURE OF WORK:

Acts as liaison between Emergency Management Division and Department of Administrative Services in regard to all HR related matters. Prepares letters for the director's signature to be submitted to the Cabinet Secretary for review and approval. Submits letters and related human resource documents to DAS (Division of Administrative Services) for new hires, promotions, resignations, and transfers. Submits vacant position announcements to DAS (Division of Administrative Services) for job postings. Receives and retains applications for open positions. Schedules interviews for hiring managers. Performs orientation with new employees. Enters and updates information in Oasis for new hires and current employees. Provides guidance and information to staff regarding employee benefits and payroll issues. Analyzes timecards for accuracy, approves and submits timecards in Kronos for processing. Maintains accurate personnel files.

Kanawha County
 0606P00013

EXAMPLES OF WORK:

MINIMUM QUALIFICATIONS:

Training: Bachelor's degree from a regionally accredited college or university.

Substitution: Candidates may substitute related experience in human resources, payroll, bookkeeping or accounting for the required education at the rate of one (1) year of experience for thirty (30) semester hours of education.

Promotional Only: Two (2) years of full-time or equivalent part-time paid experience as a

Human Resources Assistant.

Note: A valid driver's license may be required.

OTHER INFORMATION:

Email applications to Melanie Thomas at Melanie.K.Thomas@wv.gov or
Mail to Melanie Thomas at
WV Emergency Management Division
2403 Fairlawn Avenue
Dunbar, WV 25064

Please include posting number EMD2300030 in application.

Please note: Applications of covered state employees mailed to DOP or completed via DOP's online method, are not forwarded.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.personnel.wv.gov>

1900 Kanawha Blvd. East
Building 3 Suite 500
Charleston, WV 25305
(304) 558-3950

DOP.applicantservices@wv.gov

Position #EMD2300030
HUMAN RESOURCES ASSOCIATE
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