



**CLYDE L. REESE, III, ESQ.**  
**COMMISSIONER**

#### **OHRMD LEADERSHIP:**

**Rosa Waymon**  
Director

# **OFFICE OF HUMAN RESOURCE MANAGEMENT & DEVELOPMENT**

The Office of Human Resource Management and Development (OHRMD) plans, manages and implements comprehensive personnel policies and services to meet the needs of the Georgia Department of Human Services (DHS) 8,000 employees, and its customers.

OHRMD consults with its DHS clients on all aspects of human services, including the development of human services policies, employee benefits, job titles, pay grades and compensation, employee relations, the performance management process, organizational development, training, and ensuring fair and lawful employment practices.

#### **OHRMD SUPPORT SERVICES:**

- Manages OHRMD Budget, Purchasing and Asset Management
- Manages OHRMD GAIT activities
- DHS Faithful Service Awards distribution
- Manages DHS personnel files
- Provides verifications of employment

#### **HR SYSTEMS & DATA SUPPORT:**

- Manages health insurance and flexible benefits;
- Manages PeopleSoft, Employee Self-Service System;
- Coordinates the Drug and Alcohol Test program;
- Provides workers' compensation consultation;
- Monitors time-keeping compliance with the Fair Labor Standards Act;
- Process State Office Payroll Transactions;
- Manages e-Performance Evaluations process
- Audits personnel actions
- Processes the Right Way Right Work Nominations
- Administers Leave Program in PeopleSoft

#### **TALENT ACQUISITION COMPENSATION:**

- Performs specialized recruiting;
- Conducts applicant screening;
- Provides selection and hiring consultation;
- Conducts organizational job marketing;
- Provides applicant services;
- Provides DHS employee vocational guidance.
- Reviews positions for exemption status under the Fair Labor Standards Act.
- Manages salary administration (advance hires, supplements, conditional pay);
- Manages position classification and job analysis;
- Develops job descriptions;
- Manages position change information;
- Implements staffing start-ups, reorganizations, and reductions;
- Implement change and improve the effectiveness and efficiency of their organizations;
- Oversees DHS Workforce Plan