

## OFFICE OF HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

The Office of Human Resource Management and Development (OHRMD) plans, manages and implements comprehensive human resources services to meet the needs of the Department of Human Resources (DHR), its 18,700 employees, and its customers.

OHRMD is responsible for all aspects of human resource services, including the development of human resource policies, employee benefits, job titles, pay grades and compensation, discipline, the performance management process, organizational development, training and ensuring fair and lawful employment practices. During FY2005, OHRMD facilitated 1,008 new hires.

The office is organized into six operational sections, an administrative services unit, and the office of the director.

### **Director's Office**

- Provides leadership and support to ensure the effective provision of high quality human resource services to DHR employees.

### **Administrative Services**

- Manages conference planning;
- Coordinates the Work Away Program;
- Coordinates policy development;
- Coordinates DHR's State Charitable Contributions Campaign.

### **Employee Relations**

- Manages performance improvement/disciplinary process;
- Handles State Personnel Board appeals and hearings;
- Handles grievance management and reprimand reviews;
- Manages compliance with the Family Medical Leave Act;
- Coordinates employment litigation;
- Conducts criminal background consultation;
- Conducts drug testing consultation;
- Manages Equal Employment Opportunity charges.

### **Planning and Organizational Development**

- Helps management plan and implement change and improve the effectiveness and efficiency of their organizations;
- Conducts interventions to improve organizational effectiveness;
- Identifies opportunities for improvement and recommends solutions.

### **Compensation and Job Analysis**

- Manages salary administration (advance hires, supplements, conditional pay);
- Manages position classification and job analysis;
- Develops job descriptions;
- Coordinates market surveys;
- Manages position change information;
- Implements staffing start-ups, reorganizations, and reductions;
- Reviews positions for exemption status under the Fair Labor Standards Act.

### **Operations and Benefits**

- Manages health insurance and flexible benefits;
- Manages PeopleSoft;
- Manages drug testing program operations;
- Manages workers' compensation;
- Provides verifications of employment;
- Monitors time-keeping compliance with the Fair Labor Standards Act;
- Manages the Medical and Physical Examination Program;
- Coordinates payroll.

### **Recruitment and Selection Services**

- Provides recruitment consultation;
- Performs specialized recruiting;
- Conducts applicant screening;
- Provides selection and hiring consultation;
- Conducts organizational job marketing;
- Provides applicant services;
- Provides DHR employee vocational guidance.

### **Organizational Learning**

- Designs, coordinates and delivers training courses, including supervisory development and computer technology courses;
- Manages the OHRMD website;
- Develops and manages E-Learning programs;
- Manages the Learning Management System.

For course schedules or to reserve rooms in the Macon or Atlanta training centers, see [www.hrod.state.ga.us](http://www.hrod.state.ga.us). For information about either facility, call 478-757-2525 (Macon) or 404-463-6011/6012 (Atlanta). For all other questions about training, call 404-463-6252.