

Georgia Department of Human Services

OFFICE OF HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

The Office of Human Resource Management and Development (OHRMD) plans, manages and implements comprehensive personnel services to meet the needs of the Department of Human Services (DHS), its **9,004** 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. The office is organized into four 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 services to DHS employees.

OHRMD Support Services

- Manages OHRMD Budget, Purchasing and Asset Management.
- Manages OHRMD GAIT activities.
- Manages the DHS Faithful Service Awards distribution.
- Maintains OHRMD Emergency Evacuation Plan and serves as OHRMD Floor Coordinator.
- Manages DHS personnel file room.
- Provides verifications of employment.

Regional Operations

- Oversees DFCS field HR
- Oversees DFCS field Compensation processes
- Oversees DFCS Employee Relations
- Oversees DFCS Recruitment and Selection
- Oversees DFCS Exit Interview Survey

Employee Relations / DCSS HR

- Manages performance improvement/disciplinary process;
- Handles State Personnel Board appeals and hearings;
- Handles grievance management and reprimand reviews;
- Coordinates employment litigation;
- Manages Equal Employment Opportunity charges.
- Imbeds employee relations best practices through individual coaching, group engagement sessions, and development of other tools to assist in the management of employee relations issues.
- Delivers training of basic Supervision, PMP and Employee Relations.
- Coordinates DHS Work Away Program (Telework).
- Coordinates DHS State Charitable Contributions Campaign.
- Coordinates DHS Employee Suggestion Program
- Manages DCSS HR
- Monitors and Audit FLSA non-exempt staff for compliance with the FLSA.
- Reviews positions for exemption status under the Fair Labor Standards Act.

HR Systems and 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
- **Data Management**
 - Gathers and transforms data highlighting useful elements to assist with decision making
 - Manages the OHRMD website.
 - Add newly created and revised policies onto ODIS website.
 - Coordinates DHS surveys
 - Administers the Learning Management System (LMS).

Talent Acquisition Compensation

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