HR 3 Analyst Job Posting Shelby County

Come be part of an agency that is dedicated to transforming and improving the lives of families and children in the state of Tennessee. The Department of Human Services (TDHS) - guided by our mission of offering temporary economic assistance, work opportunities, and protective services to improve the lives of Tennesseans, - is effectively partnering with human service customers in establishing or re-establishing self-sufficiency to create a better quality of life.

The Department is responsible for administering numerous services throughout Tennessee, including Families First, the State's Temporary Assistance for Needy Families (TANF) program, Food Stamps (now known as the Supplemental Nutrition Assistance Program or SNAP), Child Support, Child Care Licensing, Child Care Assistance, Adult Protective Services, and Rehabilitation Services. With 133 office locations, TDHS is one of the few state agencies with offices in all 95 counties.

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| To partner with us in providing outstanding human resources and customer service to our staff, the agency is seeking to fill one (1) HR Analyst 3 position for our Shelby County office.  The posting will run from May 4-May 10  The Analyst will be responsible for over-seeing HR functions and supervising human resources personnel. The Analyst 3 will perform professional human resources duties including: acting as the employee relations officer for the department; performing complex and difficult organizational and administrative human resources studies on a regular basis; supervise transactions pertaining to the hiring and onboarding process, and imputing transactions to update information pertaining to the employee. Some travel may be required. |

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| **Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of professional human resources work.    **Substitution of Education for Experience:** Additional graduate coursework in human resources administration or other related acceptable fields may be substituted for the required experience, on a year-for-year basis, to a maximum of one year.    **Substitution of Experience for Education:** Qualifying full-time professional or paraprofessional human resources experience may be substituted for the required education on a year-for-year basis to a maximum of four years.  **OR**    Three years of professional general human resources experience with the State of Tennessee.  For a complete listing of duties and responsibilities, please visit our website at tn.gov –employment opportunities. |
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