

HUDSPETH REGIONAL CENTER



Jerrie T. Barnes, M.Ed.
Director

100 Hudspeth Center Dr.
Post Office Box 127-B
Whitfield, Mississippi 39193

(601) 664-6000
Fax: (601) 354-6945

TO: All Departments
FROM: Keesha Lowe-Nash, MBA
Human Resources Director
DATE: November 16, 2023
RE: Vacancy – Human Resources Department

Classification: Human Resources Team Lead

Annual Salary: \$47,425.15 - \$63,000.00

Experience/Educational Requirements: Typically requires a Bachelor's degree and eight (8) + years of experience.

Job Duties:

- Maintain the organizational charts and submit updated copies as requested.
- Enter all new employee information in the Employee, Pin Vacancy, and MAGIC EC Databases and enter any changes upon the employee's request.
- Assist with the entry and oversight of transactions for promotions, demotions, benchmarks, transfers, reallocations, and reclassifications.
- Supervise the compensation department.
- Process background checks/fingerprinting on all potential new employees.
- Separate all employees that resign, retire, transfer, or term in all databases.
- Maintain liaison between the department and other departments or agencies of state government.
- Responsible for assisting with Human Resources related training and in-services such as new employee orientation.
- All other duties to ensure that various components of the Human Resources Department are in compliance with state law, federal law and DMH board policies.
- Assists in carrying out the daily operations of the Human Resources Department as assigned.

Upon contingent employment offer, employees must complete a background check, pre-employment drug test, and submit proof of COVID-19 vaccination or accommodation request.

Applications will be accepted through Monday, November 20, 2023. If interested, please contact the Human Resources Department at (601) 664-6080. Any candidate who is called for an interview must notify Keesha Lowe-Nash in writing of any reasonable accommodation(s) needed prior to the date of the interview.

THE STATE OF MISSISSIPPI/HUDSPETH REGIONAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER

“A DEPARTMENT OF MENTAL HEALTH FACILITY”