

<i>Job Title</i>	Human Resources Generalist	<i>Job Code</i>	33	<i>FLSA</i>	Exempt*
<i>Job Family</i>	Professional	<i>Grade</i>	18		
<i>Department</i>	Human Resources	<i>Created Date</i>	9/7/16		
<i>Reports to</i>	Human Resources Manager	<i>Revised Date</i>	7/21/17		

## **JOB SUMMARY**

The purpose of this job is to provide administrative support for HR activities of the Airport Authority, such as maintaining employee files, updating HR information system, and planning special events. The HR Specialist also provides technical assistance to supervisors in areas such as recruitment, assessment, evaluation, and selection and a strong benefits administration background.

## **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Serves as a technical expert to supervisors by guiding and supporting their recruitment and applicant selection processes. Posts job advertisements, tracks applications, and interviews job candidates. Develops recruiting sources and attends career and job fairs.
- Communicates relevant information to employees and job candidates, such as policies, job duties, working conditions, wages, employee benefits, and opportunities for promotion.
- Plans and conducts new employee orientation, which is intended to foster positive attitudes towards the Airport Authority's strategic objectives.
- Provides consultative advice to supervisors regarding difficult staffing issues such as understaffing, moderating employee disputes, administering disciplinary procedures, and terminating employees.
- Maintains employee files and updates the HR information system with employment changes, benefits enrollment/changes, employee status changes, etc. Transmits payroll information to the Finance Department to ensure accurate and timely payment of wages.
- Coordinates training activities including performing needs assessments, identifying group training opportunities, conducting training sessions, and overseeing the procurement of training resource materials for in-house or less formal use, i.e., libraries, videos, newsletters, websites, etc.
- Strong business acumen in managing benefits administration.

## **BENEFITS ADMINISTRATION & DUTIES**

Ensures the accuracy of all benefits enrollments by providing vendors with accurate eligibility information.

- Assists with new-hire orientations.
- Performs quality checks of benefits-related data.
- Assists employees regarding benefits claim issues and plan changes.
- Distributes all benefits enrollment materials and determines eligibility.
- Enrolls employees with carriers and process life status changes.
- Responds to benefits inquiries from managers and employees on plan provisions, benefits enrollments, status changes and other general inquiries.
- Processes and administers all leave-of-absence requests and disability paperwork: medical,

personal, disability and FMLA.

- Effectively interprets FMLA and ADA implications as they relate to leaves of absences/disabilities.
- Manages the annual catch-up contribution enrollment.
- Provides necessary reports for allocation/billing charges.

## **LEADERSHIP AND SUPERVISORY**

- This position does not have any supervisory responsibilities.
- Incumbent works independently with regular interaction with supervisor.

## **EDUCATION & EXPERIENCE** (including required licenses or certifications)

- Bachelor's degree from accredited college or university in business administration, human resource management, marketing, or related field.
- Requires five years of progressively responsible experience performing the types of activities listed in the Essential Duties and Responsibilities.
- Prefer certification as SPHR (Senior Professional in HR), PHR (Professional in HR), or another related certification.
- Requires eligibility for unescorted access privileges to all controlled areas of JMAA facilities as established by the Airport Security Program.
- Requires a valid Mississippi operator's license and a JMAA Non-Movement Area Driver's permit.

## **COMPETENCIES**

### Employee Core

- *Customer Focus* - The ability to proactively meet the needs of internal and external customers in order to provide best-in-class customer experiences.
- *Continuous Improvement* - The knowledge of goal setting and measuring performance in order to improve processes and procedures.
- *Communication* - The ability to express thoughts effectively to encourage productive dialogue and generate useful information.
- *Collaboration* - The ability to work cooperatively with others to build the strength of the team.
- *Commitment* – The ability to take personal responsibility due to one's sense of ownership and pride in the Authority.

### Job-Specific Knowledge, Skills & Abilities

- Working knowledge of HR best practices and HR principles for workforce planning.
- Working knowledge of up-to-date laws and regulations affecting HR and the ability to interpret them in different situations.
- Knowledge of effective recruitment sources and training resources and opportunities.
- Ability to effectively use word processing and spreadsheet applications and the ability to learn

Airport Authority specific software.

- Ability to determine employee training needs and to integrate them into organizational strategic plan.
- Ability to communicate successfully in front of small and medium-sized groups and ability to express thoughts and ideas effectively in written form.
- Ability and desire to work cooperatively with other employees and the general public.
- Ability to think strategically and analytically to develop and manage broad initiatives in HR and to initiate creative resolution of complex HR issues.
- Organizational skills to coordinate a variety of employee activities such as orientation, staff development, and training programs.

## **ENVIRONMENT & WORKING CONDITIONS**

Working conditions in the office are clean, well-lit, free from extremes of temperature and humidity, with limited interruptions and moderate noise level. Incumbent is required to meet with managers and staff members at a variety of locations on Airport property and, therefore, is regularly exposed to changing climate/weather conditions and working conditions requiring certain safety precautions.

## **PHYSICAL DEMANDS** (including requirements for travel or working nights/weekends/holidays)

Requires:

- Sitting or standing for extended periods of time.
- Walking on different types of surfaces throughout the Airport property.
- Listening to individuals via the telephone and face-to-face.
- Typing on computer keyboard.
- Viewing computer monitor, sometimes for long periods.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of this job.*

**Jackson Municipal Airport Authority**  
**Human Resources Department**  
**Post Office Box 98109**  
**Jackson, MS 39298-8109**  
**Fax: (601) 664-3514**  
**Email: [recruiter@jmaa.com](mailto:recruiter@jmaa.com)**  
**Acceptance deadline is **September 26, 2017****  
**EOE**

**\*\*WE ARE AN EQUAL OPPORTUNITY EMPLOYER\*\*  
EOE, M/F, D/V**

## APPLICANT DATA RECORD

All applicants are considered for the applied position without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability (if performance ability coincides with job requirements), or any other legally protected status.

Solely to help us comply with government record keeping, reporting and other legal requirements, we ask that you complete this Applicant Data Record. We appreciate your cooperation. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or your personnel file. Periodic Reports are made to the government on the following information.

YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

Position Applied For:	Today's Date:
Name (Last)            (First)            (MI)	Social Security Number:
Address:	Telephone Number:
City            State            Zip	Date of Birth
Check One: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Check one of the following: (Ethnic Origin) <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> African American <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Other _____	
Marital Status: <input type="checkbox"/> Married <input type="checkbox"/> Single	
Referral Source: <input type="checkbox"/> College/Tech School <input type="checkbox"/> Newspaper <input type="checkbox"/> Employment Agency <input type="checkbox"/> Walk-In <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Other-Specify _____	



**100 INTERNATIONAL DRIVE\*SUITE  
300\*JACKSON, MISSISSIPPI\*39208**

**Application For Employment**  
(Please Print or Type in Black Ink)

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

Applicants are considered for all positions without regard to race, religion, gender, national origin, age, veteran status, the presence of a non-job related physical or mental condition, handicap, or disability, or any other legally protected status. If you require accommodation or assistance in completing this application or in any stage of the employment process, please let us know.

APPLICATION FOR: **HUMAN RESOURCES GENERALIST**

ADVERTISEMENT PERIOD: **09/12/2017 - 09/26/2017**

PERSONAL			
NAME _____			
(Last)	(First)	(Middle Initial)	
ADDRESS _____			
(Street Address)	(City)	(State)	(Zip)
HOME PHONE NO. (____) _____		ALTERNATE PHONE NO. (____) _____	
SOCIAL SECURITY # _____			
DRIVER LICENSE # _____	Class _____	Expiration _____	State _____

When will you be available to begin if selected for the position? \_\_\_\_\_

Are you available to work shifts? Yes \_\_\_ No \_\_\_

Are you authorized to work in the U.S. on an unrestricted basis? Yes \_\_\_ No \_\_\_  
*(Proof of citizenship or immigration status will be required upon employment)*

Have you ever been employed with JMAA before? Yes \_\_\_ No \_\_\_  
If yes, give dates \_\_\_\_\_

Have you ever been convicted of a crime other than minor traffic violations? Yes \_\_\_ No \_\_\_  
If yes, state nature of offense, when, where and disposition \_\_\_\_\_

*(A conviction will not necessarily disqualify an applicant from employment)*

Do you have any relatives presently employed by the Jackson Municipal Airport Authority? Yes \_\_\_ No \_\_\_

If yes, list names and relationship \_\_\_\_\_

**Employment with the Jackson Municipal Airport Authority is contingent upon the ability to be granted and maintain ID/secure media badge as regulated by TSA, and a valid drivers license and motor vehicle report in compliance with JMAA's Drivers Policy. A comprehensive pre-employment background check includes an education/experience investigation, a medical physical exam, a drug/alcohol screen, a motor vehicle report and a fingerprint-based criminal history record check.**

NAME: \_\_\_\_\_

SOCIAL SECURITY NO.: \_\_\_\_\_

**Education & Training**

	High School	College/Technical/Business	Graduate School
School Name & Location			
Years Completed (Circle)	9 10 11 12	1 2 3 4	1 2 3 4 5
Diploma/Degree (Verification of education required) Describe Course of Study:			
Describe Specialized Training, Apprenticeships, Skills, Extra-Curricular Activities, Foreign Languages:			

**Employment Experience**

Start with your present or last job. If unemployed, start with your immediate past employment. Be specific and complete. Include military service assignments and volunteer activities. Any military service must be documented by providing a DD214 along with this application. Exclude organizational names that indicate race, color, religion, gender, national origin, disabilities or other protected status. Explain any gaps between employments. Failure to explain any gaps in employment will be justification for your disqualification from the selection process. Use additional sheets if necessary.

Your Job Title \_\_\_\_\_ Telephone No. (\_\_\_\_) \_\_\_\_\_

Company Name \_\_\_\_\_ Employed (Indicate Month, Day and Year)

Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_ Annual Salary

Name of Supervisor \_\_\_\_\_ Start \_\_\_\_\_ Last \_\_\_\_\_

Describe Your Duties \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ May We Contact This Employer? Yes  No

\_\_\_\_\_ If No, Please Explain \_\_\_\_\_

Full Time \_\_\_\_\_ Part-Time \_\_\_\_\_

NAME: \_\_\_\_\_

SOCIAL SECURITY NO.: \_\_\_\_\_

Your Job Title \_\_\_\_\_ Telephone No. (\_\_\_\_\_) \_\_\_\_\_

Company Name \_\_\_\_\_ Employed (Indicate Month, Day and Year)

Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Annual Salary  
Start \_\_\_\_\_ Last \_\_\_\_\_

Describe Your Duties \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ May We Contact This Employer? Yes  No

\_\_\_\_\_ If No, Please Explain \_\_\_\_\_

Full Time \_\_\_\_\_ Part-Time \_\_\_\_\_

Your Job Title \_\_\_\_\_ Telephone No. (\_\_\_\_\_) \_\_\_\_\_

Company Name \_\_\_\_\_ Employed (Indicate Month, Day and Year)

Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Annual Salary  
Start \_\_\_\_\_ Last \_\_\_\_\_

Describe Your Duties \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ May We Contact This Employer? Yes  No

\_\_\_\_\_ If No, Please Explain \_\_\_\_\_

Full Time \_\_\_\_\_ Part-Time \_\_\_\_\_

Your Job Title \_\_\_\_\_ Telephone No. (\_\_\_\_\_) \_\_\_\_\_

Company Name \_\_\_\_\_ Employed (Indicate Month, Day and Year)

Address \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Annual Salary  
Start \_\_\_\_\_ Last \_\_\_\_\_

Describe Your Duties \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ May We Contact This Employer? Yes  No

\_\_\_\_\_ If No, Please Explain \_\_\_\_\_

Full Time \_\_\_\_\_ Part-Time \_\_\_\_\_

**Additional Skills**

State any additional information you feel may be helpful to us in considering your application.

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Indicate any professional licenses or certificates, license numbers, their expiration dates and issuing agency.

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**Professional References:**

List the name, title, contact information, and relationship of at least three references who are not related to you.

Name	Title	Contact Information	Relationship

**Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge.

I understand that an investigation of all statements contained in this application for employment will be conducted, to include at a minimum: personal and business references; employment history; education/technical training; and military service. If a conditional offer of employment is extended, I understand that my hiring may be contingent upon successful completion of job-related testing, a medical examination, an alcohol and drug screening, a criminal background investigation, and a motor vehicle report. I understand that for Certified Police Officer positions, a psychological examination is also required. I agree, upon request, to sign all necessary authorization and consent forms.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**THIS APPLICATION FORM MUST BE COMPLETED IN FULL, SIGNED AND DATED.**





**Jackson Municipal Airport Authority**  
**Human Resources Department**  
**Post Office Box 98109**  
**Jackson, MS 39298-8109**  
**Fax: (601) 664-3514**

## Authorization to Release Employment Information

I hereby authorize the Jackson Municipal Airport Authority to obtain information pertaining to my employment, attendance, performance reports, and disciplinary records from previous or current employers. I hereby authorize release of this information. This release is executed with full knowledge and understanding that the information is for the official use of the Jackson Municipal Airport Authority only as may be necessary in arriving at an employment decision.

I hereby release you, as the custodian of such records, from any and all liability for damages of any kind because of compliance with this authorization, and request you to release the information requested.

Please print all information legibly with black ink.

\_\_\_\_\_

Full Name	Social Security Number
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\_\_\_\_\_

Current Address

\_\_\_\_\_

Telephone Number(s)	(Day)	(Evening)
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\_\_\_\_\_

Signature of Applicant	Date
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