

MEMPHIS LIGHT, GAS & WATER DIVISION

<https://jobs.mlgw.org>

Job Recording (901) 528-4241

OPENING DATE: JANUARY 12, 2018

CLOSING DATE: JANUARY 26, 2018

JOB TITLE: HUMAN RESOURCES REPRESENTATIVE 2

Duties:

Apply intermediate professional level work to research, interview and investigate various complaints, claims, charges, job placements and inquiries concerning human resources issues; review, develop, administer and communicate programs; prepare and analyze statistical data for internal/external reporting; maintain a computerized tracking system; establish/maintain contact with outside agencies for informational purposes; prepare summaries, articles, publications, reports and other pertinent documents; work on projects; and train/inform employees in human resources policies/practices, and fair employment laws.

Bachelor's degree in Business Administration, Mathematics, Statistics, or related area, depending upon departmental needs, with 2-4 years professional-level experience in equal employment programs. A professional accreditation as a Senior Professional Human Resources (SPHR) preferred. Must have computer software skills in word processing, presentation and spreadsheets. Must have a valid driver's license from state of residence.

Works inside majority of time. Subject to hazards associated with conducting interviews and investigations.

If there are no qualified bidders for Human Resources Representative 2, bidders will be considered for Human Resources Representative 1.

**CANDIDATES ACCEPTING EMPLOYMENT WITH MLGW MUST LIVE AND MAINTAIN THEIR RESIDENCE WITHIN THE BOUNDARIES OF SHELBY COUNTY, TENNESSEE WITHIN SIX MONTHS OF THEIR EMPLOYMENT DATE.
EOE M/F/D/V**

TO APPLY FOR THIS JOB GO TO:

<https://jobs.mlgw.org>