



Arkansas Game and Fish Commission Employment Job Posting

AGFC Human Resources Analyst - AGFC Human Resources Analyst

POSITION NO: 22096108

POSTING INFORMATION:

Advertisement Opens: July 28, 2026

Advertisement Closes: Aug. 10, 2026

Full Time: Yes

Salary: \$44,220.00 - \$68,031.00 Annually

POSTING REQUIREMENTS:

Minimum Education and/or Experience:

The formal educational equivalent of a bachelor's degree in human resources, public administration, or a related field, plus two years of human resources experience.

OTHER JOB-RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE HUMAN RESOURCES CHIEF.

Preferred Education and/or Experience:

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Knowledge, Abilities, and Skills:

Knowledge of the principles and practices of human resources.

Knowledge of state and federal personnel laws, policies, and procedures.

Knowledge of organizational management, payroll, benefits, and budget processes.

Ability to interview and extract information from the application.

Ability to analyze information and recommend appropriate action.

Ability to plan and perform organizational analysis and feasibility studies.

Ability to plan, organize, and direct the work of others.

Ability to prepare and present oral and written information and reports.

Preferred Knowledge, Abilities, and Skills:

- Proficiency in Google Workspace and standard office productivity software
- Demonstrated experience utilizing AASIS (Arkansas Statewide Information System) / SAP S/4HANA for HR data management and reporting

POSTING DETAILS:**Position Location:**

City: Little Rock

Office: AGFC Headquarters Office

Division: Human Resources

Job Summary:

The Arkansas Game and Fish Commission (AGFC) Human Resources (HR) Analyst serves as the HR division's office manager and compliance officer. This role is responsible for ensuring compliance with all state and federal laws, regulations, and policies relating to HR practices. Additionally, the position oversees daily office management, supports recruitment, manages employee records, and tracks required certifications and training renewals. This position is governed by state and federal laws and agency policy.

Typical Functions:**Compliance & Monitoring:**

- Ensure full compliance with federal and state laws, regulations, and institutional policies governing HR practices
- Manage and track all compliance areas, including renewals for employee training, background screenings, and professional certifications.

Recruitment & Talent Acquisition:

- Assist with recruitment efforts by posting job vacancies, screening candidate applications, and coordinating interview schedules.

Records & Reporting:

- Maintain the integrity of personnel files and HR databases while managing all requests for employment verification
- Prepare monthly, quarterly, and annual HR reports, documentation, and official records as required.

Office Management & Administrative Support:

- Serve as the HR office manager, managing main phone lines, handling incoming and outgoing mail, and providing customer assistance.

Performs other duties as assigned**Specific Duties and Responsibilities:**

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Certificates, Licenses, or Registrations:

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Special Job Dimensions:

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Other Specific Information:

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As an equal opportunity employer, the Commission will make any reasonable accommodations necessary to ensure equal employment opportunities.