

JOB OPPORTUNITY CITY OF MANASSAS

HUMAN RESOURCES ANALYST

Salary: \$55,000 - \$65,000/DOQ

Customer Service. Stewardship. Honesty. Integrity. Respect. Teamwork. If you share our Core Values, you just may be the ideal candidate to join the City of Manassas' Human Resources team as a Human Resources Analyst.

Are you a problem solver? Do you value diverse job duties and opportunities?

The next Analyst we hire to join our HR family will be a committed team player who will provide top-notch confidential consultation to our current employees in managing their **FMLA** and **Worker's Compensation** qualifying leave events, and additionally work with City of Manassas supervisors as they cultivate our next generation of City leaders through our **Performance Management** process. Attention to detail will also prove most beneficial in the individual selected for this role because he/she will also be responsible for providing a "2nd set of eyes" for our **payroll maintenance** process.

Our new Analyst is also expected to familiarize themselves with our rich **health benefits** packages as well as our extensive VRS retirement plans in order to provide backup support for any related inquiries. As part of the credentialed City HR Team, our HR Analyst will be presented with opportunities to **facilitate in-house training** sessions, enrich our current processes, and network with other HR professionals through seminars, conferences and local SHRM events to continually seek out and enhance our City offerings and solutions that support and optimize our most valuable resource.....our City employees!

This position is open to **experienced HR professionals** with at least a Bachelor's degree in Human Resources, Public Administration or related discipline; supplemented by four (4) years of progressively responsible direct human resources experience; or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. SHRM-CP, IPMA-CP, or PHR certification preferred; prior experience in Virginia local government a plus. Our HR Analysts are hands-on professionals who thrive in a fast-paced environment where versatility and tact are essential to ensure we are responsive to the needs of our employees.

If you're ready to take the next step in your career and join a progressive, award-winning organization, apply immediately.

To apply, complete the City application at <http://www.manassascity.org/jobs>

We are eager to fill this position so priority will be given to those applications received within the first 30 days.

EOE M/F