



Human Resources Analyst II (Recruitment & Staffing)

We are looking for a qualified HR Recruitment Analyst II to join the County's HR team! You would be responsible for a variety of professional level duties pertaining to recruitment, on/off-boarding, orientation, and staffing.

Visit York County, Virginia's [Human Resources website](#) to view the Employee Stories videos, check out our benefits package, figure out the total compensation package - and apply!

Salary: \$42,136.00 - \$54,255.00 Annually
Location: Yorktown, VA
Job Type: Full-time
Department: Human Resources
Closing date: August 9, 2020

[Direct Link to Job Ad on Government Jobs.com](#)

Job Description

Responsible for a variety of professional level duties in the Human Resources Department pertaining to recruitment, on/off-boarding, orientation, and staffing. Prepares job vacancy advertisements, working closely with departmental personnel to address specific recruiting needs. Maintains the recruitment information on the employment website. Coordinates workflow and assignments with administrative employees.

Minimum Qualifications

- Any combination of education and experience equivalent to a Bachelor's degree in human resources administration, business, public administration, or a related field with 3 to 5 years of experience.
- World at Work, HR Certification Institute (HRCI), or Society for Human Resource Management (SHRM) certification preferred.
- Thorough knowledge of employment and compensation principles and practices.
- Knowledge of health insurance plans, self-funded insurance programs, defined benefit, and defined contribution retirement programs, including procedures for enrollment and special open enrollments.
- Must have thorough knowledge of personal computers, including word processing, spreadsheet software, and presentation software.
- Experience using Tyler Munis and NEOGOV helpful.



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- Requires thorough knowledge of writing, grammar, proof reading, and a high level of attention to detail.
- Requires strong analytical skills and excellent oral and written communication skills.
- Possession of a valid driver's license issued by the Commonwealth of Virginia with good driving record.

Physical Demands

Must be physically able to operate a variety of automated office machines which include a computer, scanner, calculator, copier, facsimile machine, etc. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

For a more detailed description: [View Document](#)