



GLOUCESTER COUNTY
invites applications for the position of:

Human Resources Analyst

SALARY: \$52,255 +/- DOQ

OPENING DATE: 12/10/2020

CLOSING DATE: Open Until Filled

Description:

Under limited supervision, this position is responsible for providing professional work and a full range of personnel support to County departments. Work involves developing and/or coordinating programs and policies in assigned areas such as compensation and recruitment, position classification, employee relations, employee benefits, payroll, and training. The position routinely deals with sensitive and confidential matters, and requires sound judgment, personal initiative and discretion in completing assigned tasks. Reports to the Senior Human Resources Analyst.

Full Job Description is here: [Human Resources Analyst](#)

Required Knowledge, Skills, and Abilities:

General knowledge of the principles, procedures and practices of public personnel administration.

General knowledge of federal, State and local laws, rules and regulations governing personnel administration.

Broad knowledge of the policies, procedures, methods, and best practices for human resources management.

General knowledge of the current literature, trends, and developments in the field of benefits administration, employee relations, and payroll administration.

General knowledge of organization, functions and programs of municipal governments.

Qualifications:

Possession of a bachelor's degree in human resources, personnel management or a related field.

Three (3) years of progressively responsible human resource roles.

Any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Special Requirements:

Professional designation such as Professional in Human Resources (PHR) or International Personnel Management Association Certified Professional (IPMA-CP), or equivalent ***preferred***.

To be considered for this position, your online application must include your cover letter, and resume and a minimum of 3 professional references must be listed on application.

For a complete job description and to apply online, visit our website at: www.gloucesterva.info.

Gloucester County is an Equal Opportunity Employer