



**HUMAN RESOURCES ANALYST**  
**Starting Salary Range: \$45,189 - \$56,500**

The City of Fredericksburg (recently named by [Southern Living](#) as one of the best small towns in the South) is seeking an Human Resources Analyst. Under general supervision, this full-time position is responsible for a variety of professional level duties within a service-oriented Human Resources Department pertaining to recruitment, benefit administration, position management and employee wellness.

Duties include conducting orientation for new employees; establishing and maintaining personnel records and files; processing varied personnel forms and transactions including payroll changes, benefit enrollments, employment applications, and accounts payable. Work involves administering employee benefit programs by conducting open enrollments, explaining benefit programs and options, responding to employees' inquiries regarding benefit programs; and related work as assigned.

Successful applicant will be customer service oriented with an attention to detail, and will have a Bachelor's degree in human resources, business administration or applicable field. This should be supplemented with 1 – 2 years of experience in a fast paced, confidential environment; or any equivalent combination of training and experience, which provides comparable knowledge, skills and abilities for the position. Must possess computer skills, including an intermediate level proficiency with Microsoft Office Suite. Experience with Tyler Munis preferred. Background and driving record check required.

Come be part of a knowledgeable and amazing work team committed to excellence in serving a thriving and growing community and the commitment to [City's Core Values](#). The City is a member of the Virginia Retirement System and offers competitive health insurance and leave benefits.

Completed City Applications should be submitted before **08/02/2021**. Applications may be found at <https://www.fredericksburgva.gov/216/Employment>. Additional information may be found on the City's web page: [www.fredericksburgva.gov](http://www.fredericksburgva.gov)

City of Fredericksburg  
Human Resources Department  
715 Princess Anne Street, Room 217  
P. O. Box 7447  
Fredericksburg, VA 22404-7447  
[HR@fredericksburgva.gov](mailto:HR@fredericksburgva.gov)

