

JOB OPPORTUNITY CITY OF MANASSAS

HR BUSINESS PARTNER - BENEFITS

Starting Salary: \$56,000 - \$70,000/DOQ

Customer Service. Stewardship. Honesty. Integrity. Respect. Teamwork. Do you share our Core Values? Are you looking for an opportunity to bring your expertise to the table all while growing and learning with our team? Come find your place with the City of Manassas' Human Resources Department! We are searching for someone who wishes to make a long-term career with us and who will invest in our City equally as much as we invest in our employees.

Our Human Resource Business Partner for Benefits will be responsible for the day-to-day administration of the City's comprehensive health, vision, life, long-term disability, voluntary insurance plans, deferred comp and retirement plans offered by the Virginia Retirement System (VRS) within a structured and time-bound schedule. Must have amazing communication and customer service skills, a focused and driven work ethic and be willing to roll up their sleeves jumping in and learning all functions in a busy multi-functional setting.

Our HRBP for Benefits must be comfortable presenting information to both individuals and large groups, and will have experience using human resources and payroll software programs. This position guides our new hires through orientation, and also conducts stay and exit interviews to make recommendations for continuous improvement. We hope to find a knowledge-seeker with strong interpersonal and conflict-resolution skills who can research and dig into any related subject and relay that information in an easily understandable manner to others. Solid PC skills and experience working with the MS Office Suite (Outlook, Word, Excel, PowerPoint) are a must, as this individual is responsible for change reporting, vendor bill reconciliations, compliance, annual benefit open enrollment and communicating benefits information to our employees. Attention to detail will also prove most beneficial in the individual selected, as this role is also responsible for providing a "2nd set of eyes" for our **payroll maintenance** process.

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 to continually seek out and enhance our City offerings and solutions that support and optimize our most valuable resource.....our City employees! Our HR team members 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. This position is also telework eligible on a hybrid schedule, offering an incredible work-life balance experience.

This position is open to **experienced HR professionals** with minimally a Bachelor's degree in Human Resources, Public Administration or related discipline supplemented by four (4) years of progressively responsible direct benefits administration experience, preferably in a local government setting; 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 and Tyler Munis software is a plus.

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> Initial reviews to begin September 14, 2021. Priority will be given to those that apply quickly.

EOE