

Human Resource Analyst

\$59,545 / year DOQ + [Full time County Benefits](#).

James City Service Authority (JCSA) seeks individuals to perform advanced work leading multiple functional areas in human resources ensuring policy and practice are aligned.

Responsibilities:

- Develops and administers James City Service Authority (JCSA) Human Resource programs and policies related to staffing, compensation, benefits, training, performance management, information systems and employee relations.
- Provides oversight and guidance to JCSA staff to ensure best practices and applicable laws and processes are followed; provides consultation to various levels of employees in all areas of human resource management;
- Recommends changes to policies, procedures, and practices to reflect best management practices; keeps up-to-date on current trends and legislation in the human resource field.
- Serves as member of the JCSA management team in developing the strategic vision, goals; independently plans, manages, and performs work in all human resource functional areas; communicates management decisions, policy information, and policy changes to employees.
- Collaborates with supervisors and employees to resolve employee relations and management issues which may include disciplinary actions, discriminatory harassment, complaints and grievances; ensures actions taken are in compliance with personnel policies, procedures and applicable laws and regulations.
- Coordinates with staff to troubleshoot and improve HRIS systems; ensures accuracy of information.

Requirements:

- Any combination of education and experience equivalent to a Bachelor's degree in human resource management or related field; master's degree and/or certification as a human resource professional through an approved agency preferred; and, considerable professional human resource work experience including managing a computerized HRIS database, preferably in the public sector.
- Must possess, or be able to obtain within 30 days of hire, valid Virginia driver's license and acceptable driving record based on James City County criteria.
- Knowledge of the Fair Labor Standards Act, equal employment opportunity regulations, and other employment laws; and, principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in the use of computer software, especially Microsoft Office Suite; demonstrated critical thinking skills to analyze and evaluate complex situations, identify the strengths and weaknesses of alternative solutions, establish priorities and resolve complex matters.
- Ability to communicate complex ideas and proposals effectively; listen and understand information and ideas presented verbally or in writing; ability to manage several projects simultaneously and meet set deadlines.

[Click here](#) for full job description. Accepting applications until 11:59 pm EST on 9/30/2021. Cover letters and resumes may also be attached, but a fully completed application is required in order for your application to be considered

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>