



# City of Manassas

## Human Resources Business Partner - Benefits



*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!**

### **Position Summary:**

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. This position is also telework-eligible on a hybrid schedule, offering an incredible work-life balance experience.

This position is open until filled with priority review to applications received by March 30, 2022.

### **Essential Job Functions**

Our HRBP - 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 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 HRBP 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.

### **Compensation:**

Starting range of **\$56,000 - \$70,000**, DOQ

### **Minimum Required Qualifications:**

Bachelor's degree in Human Resources, Public Administration or related  
Four years' progressively responsible direct human resources experience

*An equivalent combination of education, training and experience that provides the required knowledge, skills and abilities for this position may be considered.*

### **Preferred Qualifications:**

SHRM-CP, IPMA-CP, or PHR certification  
Prior experience in Virginia local government  
Experience utilizing Tyler Munis software

### **Benefits Overview:**

The City of Manassas offers a variety of comprehensive healthcare plan options through The Commonwealth of Virginia's Local Choice Health Benefits Program to include PPO or HMO options, medical, dental, vision, prescription drug coverage as well as employee assistance program (EAP) benefits and life insurance. Supplemental insurance is also offered. The City of Manassas participates in the Virginia Retirement System. Full-Time employees become members of VRS as soon as they begin work, as a condition of employment have a matching employee/employer contribution of 5%. The City also offers 13 paid holidays, generous annual, discretionary, and sick leave, deferred compensation, access to the Prince William County Employees Credit Union, and several exciting work perks! Tuition reimbursement is also available for eligible employees.

### **Application Instructions:**

For further details and consideration of this position, applications are to be submitted online at: <https://www.governmentjobs.com/careers/manassas/jobs/3473031/human-resources-business-partner-benefits>

*The City of Manassas is an Equal Opportunity Employer*