



DEPARTMENT OF HUMAN RESOURCE MANAGEMENT
JOB VACANCY ANNOUNCEMENT

POSITION #00092

WORKING TITLE:	Senior Compensation Consultant
ROLE TITLE	Human Resource Analyst III
PAY BAND:	6
HIRING RANGE	\$90,000.00 - \$120,000.00
UNIT/LOCATION:	Richmond (City) – 760
CLOSING DATE:	WEDNESDAY, AUGUST 16, 2023 AT 11:55PM

Job Description:

Are you someone who enjoys developing creative solutions to modern workforce challenges? Do you think outside-of-the box when it comes to using data to support workforce decisions and direction? The Department of Human Resource Management's (DHRM) Office of Human Resource Consulting Services is seeking an innovatively analytical professional with a passion for industry leading techniques in the areas of Compensation, Salary Administration, and Systems Support. In this role you will have the opportunity to provide expert consultation and guidance to HR professionals, action teams and a broad array of external and internal stakeholders in matters related to total compensation, statewide salary administration, management of workforce data and analytics tools, and related matters of policy; to serve as central business partner for the Commonwealth Human Capital Management System and to support, enhance, and drive statewide compensation initiatives and projects.

Minimum Qualification (s):

Considerable knowledge of total compensation management theories and practices; compensation design and methodologies; workforce analytics/data; and salary administration practices. Considerable knowledge of state-of-the-art approaches to total compensation management; core HR systems and reporting dashboards; human resource policy; employment law; and workforce planning/analytics. Demonstrated ability to design, guide and implement comprehensive human resource initiatives that affect a large, diversified work force; to develop creative, innovative, and flexible problem-solving strategies; to analyze a broad range of issues and apply complex statistical theory and analysis to produce written reports as well as automated dashboards; to make oral and written presentations; and to function as a collaborative team member. Experience using various software applications in the conduct of studies and production of descriptive and analytical reports or dashboards. Skilled in the use of Microsoft Office Suite, and advanced workforce analytics or business intelligence (BI) tools.

Additional Considerations:

Certification by a compensation or human resource professional organization, i.e. Certified Compensation Professional (CCP), Senior Human Resource Management – Senior Certified Professional (SHRM-SCP), Human Resource Certification Institute – Senior Professional in Human Resources (HRCI – SPHR).

Special Instructions to Applicants: State employees who have been affected by Policy 1.3 Layoff and possess a valid Interagency Placement Screening Form (Yellow Card) or a Preferential Hiring Form (Blue Card) must submit the card BEFORE the closing date for this position. The card may be scanned and attached to the application or faxed to (804) 371-7401. Please include your name and the position number of the fax cover sheet. Reasonable accommodations are available to individuals with disabilities during the application and/or interview processes per the Americans with Disabilities Act. Please call 804-225-2131 for assistance.

Commonwealth's Alternate Hiring Process

In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their Certificate of Disability (COD) provided by a Certified Rehabilitation Counselor within the Department for Aging & Rehabilitative Services (DARS). Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS to get their Certificate of Disability. If you need to get a Certificate of Disability, use this link: <https://www.vadars.org/drs/cpid/PWContact.aspx>, or call DARS at 800-552-5019.

All applicants are subject to a background investigation. The investigation may include: fingerprint checks (State Police, FBI); local agency checks; employment verification; verification of education (relevant to employment); credit checks; and other checks requested by the hiring authority. AMERICORPS, PEACE CORPS, AND OTHER NATIONAL SERVICE ALUMNI ARE ENCOURAGED TO APPLY.

"The Department of Human Resource Management is dedicated to recruiting, supporting, and maintaining a competent and diverse work force."

Equal Opportunity Employer

**Department of Human Resource Management/101 North 14th Street, 12th Floor/Richmond, Virginia 23219
(804) 225-2131**