



HUMAN RESOURCES ANALYST

\$50,000-65,000 DOQ

Remote; Virginia-based.

The Berkley Group seeks qualified, self-motivated candidates to support the firm's human resources services.

JOB DESCRIPTION

Human Resources professional supporting executive recruitment, compensation and classification studies, personnel policy updates, and other related projects. Work is generally performed under the oversight of the firm's Human Resources Executive Managers. This position reports directly to the Chief Operating Officer.

ESSENTIAL FUNCTIONS

- Regular, reliable availability;
- Works, individually and/or in a team broad-based human resources projects, research, and analysis;
- Conducts salary surveys; determines benchmark jobs, develops descriptors, and distributes surveys to other organizations;
- Creates spreadsheets and/or databases to analyze survey data;
- Completes job analysis, determines classification, exempt or non-exempt status and appropriate salary;
- Develops and updates job descriptions;
- Drafts and updates written employment policies and practices;
- Monitors legal trends and employment-related regulations
- Conducts research into emerging HR trends, issues and best practices.
- Assists in the development and advertisement of recruitment profiles for executive searches;
- Facilitates employee and citizen focus group meetings;
- Prepares written and verbal reports and presentations;
- Maintains project records and files;
- Regular work hours are required with attendance at meetings outside of regular working hours as dictated by project schedules;
- Travel for training, client projects, and other work-related tasks required;
- Work as part of a team to develop, setup and host a variety of employee events.
- Performs other tasks as assigned or apparent.

KNOWLEDGE

- Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations, and personnel information systems.
- Broad-based knowledge of public sector human resources strategic and operational practices.
- Principles and practices of research and data collection.
- Effective technical writing.

SKILLS

- Effective communication and interpersonal skills
- Manage multiple projects proactively, independently and simultaneously.

- Creative problem-solving skills to gather relevant information to solve practical problems and address client, staff, and citizen inquiries and concerns.
- Organization, priority setting, and exercise sound independent judgment in areas of responsibility.
- Computer programs and applications, including Microsoft Office, Adobe Products, Internet applications, and database management.

ABILITIES

- Create visually appealing documents and technical presentations for clients and colleagues.
- Facilitate in-person and virtual public participation activities;
- Work effectively with all levels of employees, managers and public officials;
- Follow standard operating procedures and company policies;
- Effectively engage and work on teams, in person and remotely; and
- Attention to details while keeping big-picture goals in mind.

EDUCATION & EXPERIENCE

Bachelor's degree in human resources management, sociology, psychology, public administration, or related area of study and three to five years of relevant local government human resources work experience; demonstrated mastery of specific human resources topics, ability to complete tasks with minimal direction, or management of specific tasks or projects, including experience with job specific software applications. Any combination of education and experience may substitute for the more specific criteria listed above.

CERTIFICATIONS/LICENSES

Valid driver's license is required. Certified Compensation Specialist (CCS) certification from World@Work or Human Resources certification such as IPMA-CP, Professional Human Resource (PHR) or SHRM-CP is highly preferred.

IN-PERSON MEETING EXPECTATIONS

Staff generally work remotely and must be available for occasional travel to attend in-person meetings.

POSITION HIGHLIGHTS & BENEFITS

- Majority of Work is Remote
- Flexible Work Hours
- Team Environment
- Training / Certification Opportunities
- Supports Public Agencies and Local Governments

The Berkley Group offers health and dental insurance, 401(k) plan, Flex Spending Account, PTO, and paid holidays.

HOW TO APPLY

Submit a cover letter, resume, work samples, salary expectations and three professional references to Kelsey Wong at kelsey.wong@bgllc.net.

The Berkley Group is an Equal Opportunity Employer.