



CITY OF NORFOLK
Department of Human Resources

**INVITES APPLICATIONS FOR THE POSITION OF:
Human Resources Analyst (Staffing & Compensation)**

An Equal Opportunity Employer

SALARY
\$22.99 - \$37.49 Hourly \$1,839.35 - \$2,999.15 Biweekly \$47,823.00 - \$77,978.00
Annually

OPENING DATE: 07/02/18

CLOSING DATE: Continuous

DESCRIPTION:

Norfolk, Virginia is America's most authentic and urban waterfront city. Home to the world's largest naval station and the business, arts, and cultural center of Coastal Virginia, Norfolk has been rated a top place to live, work, play, and raise a family by numerous publications.

In support of over 225,000 residents, regional neighbors, and visitors from all over the world, the City of Norfolk employs over five thousand hard-working, agile, and accountable individuals who each play a vital role in making Norfolk the unique and authentic city of the future that its citizens deserve and demand.

Diverse. Agile. Accountable. Norfolk's Human Resources Team is seeking a Human Resources Analyst with a passion for public service, business partner mentality, and genuine desire to forge lasting relationships with both employees and management. Our Human Resources Analysts accept the challenge of becoming subject matter experts in the City's recruitment, onboarding, classification, compensation, and career progression policies and programs. The Human Resources Analyst works collaboratively and proactively with assigned departments across the spectrum of public safety, public works and utilities, human services, recreation, cultural facilities, neighborhood services, and other business units including the Virginia Zoo and Nauticus, the National Maritime Center.

While no two days are the same, the Human Resources Analyst's duties include crafting and posting job announcements, analyzing candidates, and facilitating the selection process for vacancies; negotiating salaries and onboarding new hires; evaluating recommendations for promotions, salary adjustments, and bonuses; and advising City leaders on organizational structure, career progression, and succession planning in their assigned business units.

For employees, the Human Resources Analyst serves as the face of Human Resources and is expected to embody the City's core values of accountability, integrity, innovation, and respect. This position offers unlimited potential for professional and career advancement for the successful candidate who demonstrates outstanding attention to detail and organizational skill, significant experience in recruiting, onboarding, and human resources business consulting; and a high degree of enthusiasm for public service in a demanding but supportive Human Resources environment.

ESSENTIAL FUNCTIONS

Essential functions include but are not limited to:

- Subject matter expert on City of Norfolk employment policies and regulations, and best human resources practices; consults with managers and employees regarding policies, staffing needs, promotional opportunities, and compensation; and provides guidance and assistance to departmental personnel regarding all aspects of the employment relationship.
- Collaborates with City leaders to identify staffing needs and manages the hiring and onboarding processes to ensure efficiency, transparency, and the selection of highly qualified applicants for employment with the City of Norfolk.
- Completes assignments and projects with a high degree of skill, expertise, and pride of authorship; communicates effectively both verbally and in writing to all levels of management; and demonstrates adaptable speaking and listening skills with employees in a variety of situations.
- Proactively analyzes employment data to identify trends and opportunities for organizational improvement; and identifies, configures, and administers automated systems for tracking employee compliance, and performance management.
- Develops proactive strategies to address personnel concerns and organizational changes.
- Collaborates and coordinates with the Employee Relations, Benefits, Training, and Administrative Teams to perform human resources functions efficiently and consistently.
- Serves on special project teams, develops and delivers training, and performs other duties as assigned in support of the Human Resources Department.

EDUCATION/EXPERIENCE

Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.

One year of experience in Human Resources; or an equivalent combination of education and experience.

The preferred candidate will have considerable experience with recruiting, onboarding, compensation, and consulting.

ADDITIONAL INFORMATION & REQUIREMENTS

Valid Driver's License required.

PHR/SPHR/SHRM-CP/SHRM-SCP preferred; candidates must be willing to pursue appropriate level certification after hire.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

Job #07119
HUMAN RESOURCES ANALYST (STAFFING & COMPENSATION)
JC

OR

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Human Resources Analyst (Staffing & Compensation) Supplemental Questionnaire

- * 1. The following Supplemental Questions are specific to the position for which you have applied to assist the hiring manager in screening applications for specific experience being sought. Please be specific in answering these questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer "see resume" or "see application" as these are not valid answers. Please note that if you are invited to be interviewed by the department, your responses to the following questions may be subject to verification.

I understand and will answer the following supplemental questions completely and thoroughly.

- * 2. Please select your highest level of completed education.
 - High School Diploma or Equivalent
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree
 - Professional Degree
- * 3. Please indicate how many years of experience you possess in recruiting, onboarding, compensation, and human resources consulting.
 - Less than 1 year of experience
 - 1 - 3 years of experience
 - 3-5 years of experience
 - 5 or more years of experience
- * 4. Please briefly describe your human resources recruiting, onboarding, compensation, and human resources consulting experience. If you do not have experience, please write N/A.
- * 5. Is your human resources experience from a municipal government agency?
 - Yes
 - No
- * 6. Please list any Human Resources related certifications you currently possess. If you do not possess any certifications, please write N/A.
- * 7. Please briefly describe the most complex human resources recruiting or consulting issue that you have personally handled. Please be sure to include the name of the organization and your specific role in the matter. (If you have not handled a responsive matter, please write N/A.)
- * 8. Identify, state your level of proficiency, and indicate years of experience working with any Human Resources Information Systems (HRIS) including but not limited to NEOGOV, PeopleSoft, KRONOS, MUNIS, or others. If you do not have experience, please write N/A.
- * 9. Please provide an explanation of any periods of unemployment that are 30 days or longer. Indicate N/A if you have not experienced any periods of unemployment.
- * 10. Are you a current or previous City of Norfolk employee?
 - Yes - I am a current City of Norfolk Employee
 - Yes - I am a previous City of Norfolk Employee
 - No - I am not a previous or current City of Norfolk employee
- * 11. Do you currently reside in the City of Norfolk?
 - Yes
 - No
- * 12. Please indicate your veteran status. (A copy of your long form DD-214 may be required.)
 - I am not a Veteran
 - I am a Veteran
 - I am a Disabled Veteran
- * Required Question