

## **Employee Relations Analyst I/II (Human Resources Analyst I/II)**

This position will be filled as a **HR Analyst I** (\$47,373 - \$72,732) or **HR Analyst II** (\$52,292 - \$80,284).

As an Employee Relations Analyst you will be a member of a team in the Employee Relations Division of the Human Resources Department.

Job duties include but are not limited to:

- Advising supervisors and managers regarding administration of HR policies and procedures related to discipline, performance management, ADA, FMLA and EEO.
- Conducting fact finding interviews/investigations related to employee relations issues including discrimination and harassment.
- Participating in the City's disability to include accommodations and placements as needed.
- Developing and facilitating Employee Relations training.
- Other duties/tasks as assigned

***\*\*Important\*\**** Please complete the application in its entirety. The application is the primary required document used to screen qualifications and years of experience. A resume does not replace a completed application. Fields on the application left blank, including but not limited to job duties, dates of employment, and hours worked, may cause your application to be incomplete. Furthermore, your responses to any "Supplemental Questions" attached to this requisition, must be supported by the information you give us in the work experience section of this application. Be sure you are thorough in describing your skills and duties as you complete the work experience section. If the information cannot be verified you will not receive credit.

**Minimum Requirements:** Requires any combination of education (above the high school level) and/or experience equivalent to six (6) years in fields utilizing the required knowledge, skills and abilities and associated with such positions as human resources analyst or specialist or generalist. Some positions may require employee to have, or obtain, a current and valid Virginia or North Carolina driver's license in accordance with Virginia or North Carolina DMV driver's license eligibility requirements.

Please Note: This position is open until filled. Applications will be reviewed weekly for possible inclusion in the interview pool until the position is filled.

For more information and to apply on-line go to [www.vbgovcareers.com](http://www.vbgovcareers.com) EOE