



Career Opportunity

August 4, 2022

**HR ANALYST
(Human Resource Analyst I)
Payband 4**

Position #W0142

Location:

**2801 Kensington Ave
Richmond, VA 23221**

Maximum Hourly Rate

\$18.70 - \$21.56

Position Description

Are you looking to get into the field of Human Resources? If so, the Department of Historic Resources (DHR) has a flexible part-time position for one successful individual with a “can-do-attitude” to assist the Human Resources Manager with various HR functions. DHR has a great working culture, allows for telework/flex schedules and is a learning environment that allows individuals to thrive in their careers. As the HR Analyst, you will provide assistance with, time and attendance maintenance; updating reports and HRIS; researching and updating policies/procedures; providing forms and assistance to employees; maintaining, providing and accessing confidential information. **This position is not eligible for state benefits, and is conditioned to working a maximum of 1500 hours per year (May - April).**

Qualifications Guide

Selected candidates must have knowledge of, practices, and principles in Human Resources; state and federal laws; and personnel administration. Ability to effectively assist with HR resources and programs; to communicate effectively orally and in writing with diverse audiences; to gather and analyze data and assist with preparing technical reports; and to utilize HRIS's and a variety of Microsoft Office Suite software and email system. Demonstrated skill in providing good customer service. Currently working toward completing academic or training program(s) in the Human Resources, Business Administration, Public Administration or a SHRM Certification, highly desired. Once on-boarded, this position will be eligible for telework opportunities; availability, hours, and duration of telework shall be approved as outlined in the Commonwealth telework policy. The selected candidate will be required to complete a criminal background check.

Application Requirements

To be considered for this position a completed state application must be received through the on-line employment system by FRIDAY, AUGUST 19, 2022 at <http://jobs.virginia.gov/>

EOE

DHR is an equal opportunity employer who values diversity in the workforce. Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.