

**DEPARTMENT OF MEDICAL ASSISTANCE SERVICES
EMPLOYMENT OPPORTUNITY**

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

HUMAN RESOURCE ANALYST

Role Title: Human Resource Analyst I

Position # 00477

Pay Band 4, Level II Hiring Range: \$31,979 - \$55,000

Closing Date: May 9, 2016

Human Resource Division seeks human resource generalist to join the HR team. This position assists with a full range of HR consulting activities including compensation and classification management, performance management, employee relations, recruitment, and training in a fast-paced, dynamic environment. This position also provides clear and consistent interpretation and guidance to supervisors and managers, related to HR policies and procedures, and provides technical support to the Human Resource Division with focus in the areas of compensation and classification, performance management, and HR policy development. The qualified applicant must have a working knowledge of HR policies and procedures, compensation administration, performance management, policy development, recruitment and selection, and employee relations. Must have working knowledge of automated Human Resource Information Systems (HRIS) such as the state's Personnel Management Information System (PMIS) and the Recruitment Management System (RMS). Must be proficient using word processing and database/spreadsheet applications; experience with SharePoint and organizational chart software preferred. Must have ability to organize work, compose correspondence and policies, analyze and interpret data, and prepare reports drawing logical conclusions. Must be proficient using word processing, database, and spreadsheet applications; experience with SharePoint and organizational chart software preferred. Must have ability to organize work, compose correspondence and policies, analyze and interpret data, and prepare reports drawing logical conclusions. Must have demonstrated ability to interpret, explain and apply HR/ agency policies/procedures and state, and federal employment laws/regulations effectively. Requires ability to manage multiple priorities, and establish and maintain effective working relationships with all levels of managers and employees. Must have demonstrated excellent customer service skills. Degree from college or a university with major coursework in human resource management, business administration or a related field preferred, or equivalent relevant training and related human resource work experience; PHR or SPHR or CCP certification is desirable.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by **11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <https://virginiajobs.peopleadmin.com/>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA