

**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 # 00058

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

Closing Date: December 29, 2014

Human Resource Division seeks human resource generalist to join the HR team. This position assists with HR processes and compliance, recruitment, training, performance management, and compensation issues 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 Division Director of Human Resources, Employment and Training Manager, and the HR and Classification/Compensation Manager. The qualified applicant must have a working knowledge of HR policies and procedures, recruitment and selection, compensation administration and performance management systems. Requires knowledge of the Employment Eligibility Verification (Form I-9) and its processing. Must have knowledge of automated HR systems, to include the Human Resource Management (HuRMan) system, the Personnel Management Information System (PMIS) and the Recruitment Management System (RMS) or HRIS systems. Must have demonstrated knowledge of HR policies and procedures and implementation, supervisory practices and principles, and customer service. Some experience coordinating and supporting employee training programs, and proficiency using Microsoft Word, PowerPoint, Excel, Outlook and Human Resource Information Systems required. Must have ability to organize work, compose correspondence and policies, analyze and interpret data and prepare reports drawing logical conclusions; interpret, explain and apply HR/ agency policies/procedures and state, and federal employment laws/regulations effectively, manage multiple priorities, and establish and maintain effective working relationships with all levels of managers and employees. Excellent verbal, written and interpersonal communications skills a must. Experience with succession planning preferred. Some experience with physical security/ID systems helpful. Degree from college or a university with coursework in human resource management, business administration or a related field preferred, or equivalent, relevant training and related Human Resource work experience. SPHR or PHR certification is preferred.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the Recruitment Management System (RMS) by 5:00 p.m. on the closing dates referenced above.

FAXED, E-MAILED, OR PAPER APPLICATIONS WILL NOT BE ACCEPTED

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

Web Sites for Vacancy Listings

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: http://www.dmas.virginia.gov/ab-position_vacancies.htm

Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.

EEO/AA/ADA