



City of Fredericksburg, Virginia

Vacancy Announcement

Human Resources Specialist

Hiring Range - \$80,000- \$85,000 DOQ

"One Team for a Great Community!" Discover what makes the City of Fredericksburg truly unique by joining our dynamic HR team in [beautiful downtown Fredericksburg](#) as an HR Specialist focused on Recruitment, Classification and Compensation.

Use your expertise to shape the future of our workforce and make a lasting impact!

Position Description:

Under limited supervision, this position will play a pivotal role in the recruitment, classification, and compensation processes within the City of Fredericksburg. This position is responsible for developing and implementing effective recruitment strategies, ensuring accurate job classification, and managing compensation structures to attract and retain top talent. The ideal candidate will have a strong background in Human Resource practices, excellent communication skills, and the ability to work collaboratively with City departments.

Education, Experience and Credentials:

Applicants should have any combination of education and experience equivalent to a four-year degree from an accredited college or university with major course work in human resources, business administration, or a related field. A minimum of three (3) years' experience in human resources, with a focus on recruitment, classification, and compensation. Proficiency in Microsoft Word and Excel is required, while experience with Tyler Munis and a Human Resource Certification (SHRM, HRCI, IPMA-HR) is desired.

Invitation:

Come be part of a knowledgeable and amazing work team committed to excellence in serving a thriving and growing community and the commitment to [City's Core Values](#).

The City offers a competitive benefits package, featuring generous annual and sick leave, health insurance and membership in the Virginia Retirement System. Along with accrued leave, the **selected candidate will receive an additional 40 hours of annual leave after completing 30 days of successful employment.**

First review will occur on **September 23, 2024** and the position will remain open until filled. Driving record, and criminal background checks required.

Applications may be found at <https://www.fredericksburgva.gov/Employment>.

Additional information may be found on the City's web page: www.fredericksburgva.gov

The City of Fredericksburg provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

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