

Employment Opportunity



Established in 1877, the Virginia Department of Agriculture and Consumer Services (VDACS) promotes the economic growth and development of Virginia agriculture, provides consumer protection and encourages environmental stewardship.

Senior Human Resources Specialist Talent Acquisition / Classification & Compensation (Human Resources Analyst II, Pay Band 5)

#00989 – Richmond

The Virginia Department of Agriculture and Consumer Services, Office of Human Resources, has an exciting career opportunity for an experienced, customer focused human resources professional eager to provide advanced level human resource services in a high-volume, fast-paced HR office for an agency of 600+ salaried employees across assigned functional areas, including but not limited to: talent acquisition, classification and compensation, training and development, and policy development and interpretation. Agency talent acquisition responsibilities include, but are not limited to, assisting with request to fill documents; posting jobs; screening applicants; preparing interview documents and providing guidance; reviewing hiring packets for finalists; completing required verifications such as driving records, degree verifications, etc.; representing the agency at career fairs; and ensuring all policies and procedures related to talent acquisition are being followed and within the Commonwealth's time-to-fill goal. Agency classification and compensation responsibilities include, but are not limited to, researching and completing position classification audits for new and existing positions; assisting supervisors and managers with the preparation/revision of Employee Work Profiles (EWPs) and Physical Demand Worksheets (PDWs) as requested; and conducting salary analyses for new employees and existing employees as needed or requested. This position will also be involved in the development and facilitation of training, policy development and interpretation for assigned functional areas, and will be required to travel (day and overnight trips) to other VDACS offices to conduct training or to attend career fairs as requested/needed. Once onboarded, this position may be eligible for telework opportunities; availability, hours, and duration of telework shall be approved as outlined in the Commonwealth's telework policy. VDACS will consider a maximum of one day per week telework once fully onboarded and trained.

QUALIFICATIONS: Advanced technical knowledge of human resource management principles and practices and related federal and state laws; progressively responsible experience in human resources, ideally in the areas of talent acquisition, classification and compensation, training and development, and policy development and interpretation; excellent communication, facilitation, and internal consulting skills; ability to prepare and present training programs and materials; demonstrated history of creating, developing and maintaining business partner relationships; skilled communicator, both orally and in writing with a diverse group of individuals; ability to analyze information and personnel situations, make logical administrative and procedural decisions and effective resolutions, work with sensitive and confidential information, manage competing priorities within tight deadlines; and strong attention to detail. Demonstrated proficiency using computers, Microsoft Office applications (Word, Excel, PowerPoint) and other software (recruitment management/applicant tracking systems, HR information systems, etc.). H.S. Diploma or equivalent required. **Additional Considerations:** A combination of related education, training and experience indicating possession of the preceding knowledge, skills, and abilities to include knowledge of human resources management, business administration, public administration, or related field. Proven experience in human resources at progressively responsible levels, preferably in state or local government. Basic working knowledge of state software systems such as Cardinal/PeopleSoft, PageUp, etc. Current professional human resources certification. **Hiring Salary Range: \$56,051 to 88,500 annually. Excellent State Benefits.**

The final candidate must successfully complete a fingerprint-based criminal background check.

To be considered for this position, you must apply online at www.jobs.virginia.gov/home by 11:55 PM EST/EDT on **October 11, 2024**. For more information or assistance, you may contact the Human Resources Office, Virginia Department of Agriculture and Consumer Services, 102 Governor Street, Richmond, VA 23219; Telephone: (804) 371-8066; TDD/TTY: VA Relay 711 or 800-828-1120; E-mail hr.vdacs@vdacs.virginia.gov. VDACS is dedicated to recruiting, supporting, and maintaining a competent and diverse workforce.

Quality Customer Service: A VDACS Commitment

Virginia Department of Agriculture and Consumer Services
Human Resource Office, Oliver Hill Building, 102 Governor Street, Richmond, VA 23219

An Equal Opportunity Employer

vdacs.virginia.gov