

# 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 Generalist (Human Resources Analyst II, Pay Band 5)

#00989 & #01027 – Richmond

The Virginia Department of Agriculture and Consumer Services, Office of Human Resources, has an exciting career opportunity for an experienced, team oriented 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. This position will be responsible for duties across all functional areas of human resources for assigned division(s), including but not limited to: talent acquisition; classification and compensation; benefit/leave administration; and onboarding and offboarding transactions. Talent acquisition responsibilities include, but are not limited to, assisting with request to fill documents; posting jobs; screening applicants; providing guidance to hiring managers; reviewing hiring packets for finalists; completing required verifications; ensuring compliance with all policies and procedures related to talent acquisition. 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. Benefits administration responsibilities include but are not limited to: assisting employees with any benefits-related matter such as QMEs, annual open enrollment, FMLA, short- and long-term disability, Workers' Compensation, health care, VRS retirement/life insurance, etc. Additionally, this position will handle onboarding and offboarding tasks for their assigned division(s) to include conducted new employee orientation on a rotating basis. May be required to travel (day, overnight and weekends) to other VDACS offices to conduct training, attend career fairs, etc. as requested/required. 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. Currently, VDACS' Human Resources Office will consider one telework day per week once the selected candidate is fully onboarded and trained.

**QUALIFICATIONS:** Comprehensive technical knowledge of human resource management principles and practices across all functional areas of human resources and federal and state laws and regulations governing HR— recruiting, classification and compensation, full benefits administration, policy interpretation and guidance, and personnel action processing. Considerable skill in expressing ideas and guidance clearly and concisely in both oral and written form; establishing and maintaining effective working relationships with all levels of the organization; managing time and prioritizing work to successfully perform in a high-volume work environment; and utilizing computers and related HR software to complete job responsibilities. Excellent organizational skills and attention to detail are a must. Ability to work as a member of a team; independently research, analyze, develop and interpret established laws, rules, policies, practices and procedures to make logical decisions; work with sensitive information and maintain confidentiality; provide accurate technical guidance to all levels of the organization; communicate in a courteous, professional and tactful manner both orally and in writing with a diverse population in all situations; and to successfully complete job responsibilities in an accurate and proficient manner within tight deadlines and competing priorities. Ability to travel (day, overnight and weekends) to other VDACS offices to conduct training, attend career fairs, etc. as requested/required. 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 multiple disciplines of human resources at progressively responsible levels, preferably in state or local government. Basic working knowledge of state software systems such as Cardinal/PeopleSoft, PageUp, VRS Navigator, etc. Current professional human resources certification preferred. **Hiring Salary Range: \$75,000 to \$90,000 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](http://www.jobs.virginia.gov/home) by 11:55 PM EST/EDT on **April 4, 2025**. 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](mailto: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