



LIBRARY OF VIRGINIA

HUMAN RESOURCE ANALYST II

HR Systems & Payroll/Leave Analyst

Position #00168

Salary up to \$84,000 (commensurate with experience)

Open to State Employees Only

11/21/2022-11/28/2022

The Library of Virginia is seeking an experienced Human Resources Analyst II/HR Systems & Payroll/Leave Analyst to manage high-level and confidential support to the Office of Human Resources Management in the areas of HCM Cardinal, payroll, transactions, benefits, new employee orientation, and special initiatives including events (i.e. service awards). To ensure quality customer service both internally and externally; to work as a team member; and demonstrate professional competence in assigned functions. This position will also be responsible for maintaining data in an advanced database in order to produce reports and queries. Assists in the areas of benefits management and other areas assigned by the Human Resource Manager. Ensures quality customer service both internally and externally, works as a team member, and demonstrates professional competence in assigned functions. The Library fosters an open, team-oriented environment and is looking for someone who will be enthusiastic about our core values and competencies: collaboration, teamwork, building trust, and supporting the Library's Vision and Mission.

CORE RESPONSIBILITIES

- 60% - Human Resource Systems and Payroll Processing
- 10% - Worker's Compensation, OSHA, and DOL Reporting/Surveys
- 10% - Commonwealth of Virginia Learning Center Administrator
- 10% - New Employee Orientation
- 05% - Coordinate the Statement of Economic of Interest Requirements
- 05% - Administrative Support

MINIMUM QUALIFICATIONS

- Considerable knowledge of the new state HCM Cardinal system, payroll, transactions, benefits, new employee orientation, and service awards ;
- Demonstrated ability to prioritize, plan, and organize work to accomplish projects, tasks, and functions;
- Ability to establish effective working relationships with internal and external customers;
- Ability to work as an effective member of a team;
- Ability to communicate effectively both orally and in writing;
- Ability to perform multiple priorities and maintain consistency; and,
- Demonstrated skill in the use of HR automated systems/data bases and standard business computer software.

PREFERRED QUALIFICATIONS

- Graduation from an accredited college/university with major studies in human resources, public administration, or a related field; and,
- Knowledge of various state HR systems; such as, HCM Cardinal, and VRS Navigator preferred.

BENEFITS

- The Library of Virginia offers a strong benefits package complete with 13 paid holidays, annual leave, family and personal leave, paid sick leave, parental leave, short- and long-term disability, retirement, deferred compensation, flexible work schedule, and much more.

- Qualified state employees may be eligible for student loan forgiveness through the Federal Public Service Loan Forgiveness Program (PSLF). As a full-time employee with the Library of Virginia, you may be able to take advantage of this program! Visit the Public Service Loan Forgiveness Program site at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service> for more information including eligibility requirements.

An equivalent combination of education, training, and experience may substitute for educational requirements.

APPLICATION INSTRUCTIONS

To apply, candidates must submit a completed Virginia state employment application online at <https://virginiajobs.peopleadmin.com/> for position #00168. Questions should be directed to the Office of Human Resources at (804) 692-3582 or vanessa.anderson@lva.virginia.gov. Please visit our website at www.lva.virginia.gov for additional information about the agency.

Fax, e-mail or mail applications will not be accepted. The online state application must contain all required information and fully respond to questions to be considered for this job opportunity. For assistance or computer access, please visit your local Virginia Employment Office or contact vanessa.anderson@lva.virginia.gov or 804-692-3582.

In compliance with the Americans with Disabilities Act (ADA), the Library of Virginia will provide, if requested, reasonable accommodations to applicants in order to provide access to the application and/or interview process. If you require accommodations, please contact the Office of Human Resources at (804) 692-3582 or email vanessa.anderson@lva.virginia.gov.

SPECIAL REQUIREMENTS

The Library of Virginia will record information from each new employee's Form I-9 (Employment Eligibility Verification) into the Federal E-Verify system to confirm identity and work authorization.

Sponsorship will not be provided for this position now or in the future. Confirmation of eligibility to work will be required at time of hire.

The selected candidate must successfully pass a criminal background check. A record of criminal history does not automatically bar an applicant from consideration.

Employment verification and reference checks, to include current/previous supervisors, will be conducted.

Yellow/Blue Cards – If you have been affected by Policy 1.30 Layoff as a state employee and possess a valid Interagency Placement Screening Form (Yellow Form) or a Preferential Hiring Card (Blue Card), you must submit this document BEFORE the closing date for this position. The document may be scanned and uploaded in the same manner as uploading a cover letter or resume during the application process, or it may be faxed to (804) 692-3587. Please include your name and the position number on the fax cover sheet and call to confirm receipt.