



Human Resource Analyst II
Human Resource Generalist Senior - *Human Resources*
Classified, Full-Time, Exempt (Position #000020)

Exciting career opportunity to become part of a dynamic Human Resources (HR) team and the Longwood Experience. Discover the power in you: the power to create, the power to do, and the power to succeed! As a **Human Resource Generalist Senior with a concentration in compensation and classification**, the successful candidate in this position will administer the day-to-day compensation and classification function as well as provide significant professional support to the benefits area. In addition to serving as a functional expert on a cohesive HR team, the HR Generalist Senior will have the opportunity to add value and make significant contributions within all functional areas of HR. Primary responsibilities include supporting the goals of the university and assisting management through:

- Achievement of results
- Continuous improvement
- Administering job evaluation processes and managing the participation in and coordination of salary survey results
- Administering pay actions and employment contracts
- Ensuring compliance with policy, procedure, applicable state and federal laws and regulations
- Consultation on compensation strategies
- Review of market competitiveness
- Assist in development and delivery of compensation and benefits related training and communication to all levels of employees
- Consultation with employees regarding benefits inquiries; Administering and processing benefits documentation
- Providing professional assistance in all human resources functional areas
- Special projects

The successful candidate should have general knowledge of the field of human resources; demonstrated expertise in compensation and classification preferred; knowledge of federal and state laws; strong research, analytical and logical reasoning skills; mathematical aptitude; excellent verbal and written communication skills; ability to work independently, manage multiple tasks and set priorities; and demonstrated proficiency in MS Office Suite.

Bachelor's degree or equivalent experience is required. Significant experience in human resources procedures, practices, policies and laws is preferred. Certification as PHR or SPHR is desirable. Experience in the public sector is desirable. Preferred candidates should also demonstrate professional experience in multiple HR functional areas.

Pay Band 5; minimum starting salary \$40,959 with exceptional Commonwealth of Virginia benefits. A completed Commonwealth of Virginia employment application and a successful criminal background check is required. Position is open until filled with a minimum five-day posting period. To apply, submit completed Commonwealth of Virginia application, <http://www.longwood.edu/hr/FormsEMS/stateapp031309.doc> (indicate position #000020):

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