



Human Resource Business Partner II #02192

City of Virginia Beach – Job Description

Date of Last Revision: November 24, 2025

FLSA Status: Exempt

Pay Plan: Administrative

Grade: 12

City of Virginia Beach Organizational Mission and Values

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Perform professional duties in one or more specialty areas in support of human resource business practices with limited guidance and supervision.

Representative Work Functions and Responsibilities

- Formulate partnerships with designated business units to align business objectives and deliver value-added human resource services to management and employees that reflect the business objectives of the organization.
- Evaluate and recommend modifications to policies and procedures to respond to concerns, issues, or perceived problems.

- Conduct interviews and counseling/coaching sessions with supervisors and employees and formulate recommendations regarding appropriate courses of action.
- Conduct training needs assessment involving interviews with departmental representative, developing a survey instrument, evaluating the data and developing a program based on the results.
- Develop and conduct training programs on various City policies and issues.
- Assist or coordinate the development of recommendations projects, and programs.
- Consult with City Attorney's Office to determine legal sufficiency of policies and human resources actions.
- Review employment, promotion, separation, and disciplinary actions to ensure compliance with City, State, and Federal regulation and procedures; review departmental proposed human resources actions to ensure appropriateness.
- Research, analyze and formulate statistical and narrative reports regarding human resources-related issues/programs to provide a basis for decision making and accountability.
- Attend meetings and hearings to ensure the City's interest is properly represented and guidance is provided.
- Respond to complaints and make recommendations for alleviating problem areas.
- Prepare and conduct oral presentations to the public and City departments concerning various human resources-related issues to ensure awareness.
- Serve as departmental liaison on cross functional teams and committees lending human resources expertise where needed.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on the current workloads and department needs.

Performance Standards

- Accurately interpret departmental policies and procedures so employees and departments are better informed.
- Courteously and accurately conduct thorough interviews and investigations so that recommendations are consistent with other City actions.
- Thoroughly and effectively conduct research projects.
- Thoroughly research complex third-party administrative issues and provide information to supervisors and employees courteously and efficiently.
- Thoroughly review and approve human resources transactions to ensure adherence to City policies and procedures.

- Provide input on boards and panels to ensure that decisions are consistent with Human Resources policies and procedures.
- Diplomatically review complaints and recommend corrective actions in compliance with City policies and procedures.
- Provide human resources related input and assistance through committee membership to enhance the committee's goals and objectives.

Minimum Qualifications

Bachelor's degree in human resources or related field and two (2) years of experience associated with such positions as human resources business partner, specialist, or generalist OR an equivalent combination of education (above the high school level) and/or experience equivalent to six (6) years in fields utilizing the knowledge, skills, and abilities associated with this position.

Preferred Qualifications

IPMA-CP/CS; SHRM-CP/SCP, HRCI PHR/SPHR or other related professional certification.

Special Requirements

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

DISCLAIMER:

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.