



Human Resource Business Partner III #02193

City of Virginia Beach – Job Description

Date of Last Revision: November 24, 2025

FLSA Status: Exempt

Pay Plan: Administrative

Grade: 14

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

Independently perform professional duties in support of Human Resource (HR) business practices. Incumbents, with this level designation, are expected to perform all duties noted in lower levels of the HR Analyst series. May supervise administrative and professional staff on a regular or periodic basis.

Representative Work Functions and Responsibilities

- Coordinate and lead major projects or programs.
- Serve as acting HR Manager or HR Administrator in their absence, having full authority over operation and client support needs.

- Collaborate in partnership 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.
- Consult with appropriate parties (i.e. City Attorney's Office, Risk Management, Finance, etc.) to determine sufficiency of policies and necessity of process changes regarding issues that could have a Citywide impact. Provide professional and HR department input needed to clarify issues and desired outcomes, develop possible action plans, and present recommendations to senior leadership. Pursue viable actions that ensure compliance while limiting interference with sound business practice.
- Conduct training needs assessment to include (as appropriate) interviewing department representatives, conducting surveys, personal observations and evaluating collected data. Research and assess training to be purchased, available through associations / subscriptions, and internal expertise. Obtain permission on all copyrighted and reference materials and ensure their use is formally acknowledged and noted appropriately. Recommend a course of action. Implement procured and internally developed programs and deliver training following approved protocols. Develop action plans to assess impact using appropriate metrics.
- Collaborate with Human Resource divisions as needed to ensure consistency in the application of policies and procedures. Maintain confidential but current awareness of actions / decisions that may impact related activities and outcomes. Proactively inform appropriate HR staff of possible department actions intended to be implemented by operating departments. Seek HR division advice as it relates to service or counseling being provided to operating departments.
- Develop and project a strong awareness of the business practices, strategies and operating issues of City departments being supported. Proactively maintain an understanding of City approved initiatives and budget constraints that will impact individual staff and existing programs. Promote actions that integrate the City's vision, strategies and operating initiatives.
- Advise and counsel supervisors and employees on proposed HR actions to ensure consistency and compliance with the established City, state or federal policies, procedures and regulations.
- Evaluate and recommend modifications to policies and procedures in response to changes in law, City strategy and Council directives, or perceived problems.
- Receive and record management requests for HR services / personnel actions and review for compliance with City policies / procedures and State and Federal regulations, and established precedence. Document findings and prepare written recommendations for approval, disapproval or modified response by leadership.

- Conduct interviews and counseling / coaching sessions with supervisors and employees and formulate recommendations regarding appropriate courses of action. Serves as HR subject matter expert and senior advisor to senior leadership of departments being supported.
- Respond to complaints and make recommendations for alleviating problem areas.
- Research, analyze and formulate statistical and narrative reports regarding HR-related issues / programs to provide a basis for decision making and accountability; will formulate final recommendations on a course of action.
- Prepare and conduct presentations to external and employee groups, managers and City leadership, concerning various HR-related issues.
- Serve on Citywide committees as HR resource and department representative to ensure HR interests are properly represented and guidance is provided as appropriate.
- Coordinate administrative functions such as budget and vendor services.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described. Individual assignments will be determined by the supervisor based on current workloads and department needs.

Performance Standards

- Effectively coordinate and lead projects or programs.
- Provide clear direction to staff regarding goals and timelines.
- Clearly and thoroughly present and explain recommendations to departments and upper-level City management.
- Accurately and diplomatically respond to requests for information.
- Effectively communicate both orally and in writing with public, co-workers, and other City HR.
- Effectively assist in the administration of provisions of the City Code and HR related City policies and procedures to ensure equitable treatment of all City employees.
- Training and education programs are professionally developed and administered.
- Diplomatically resolve difficult HR issues and complaints in accordance with City policies and procedures in a timely manner.
- Design, deliver and evaluate HR training for all levels of the organization.
- Assist with ensuring mandatory trainings and certifications are maintained.

Minimum Qualifications

Bachelor's degree in human resources or related field and four (4) years of experience utilizing the knowledge, skills, and abilities 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 eight (8) years in fields utilizing the knowledge, skills, and abilities associated with this position.

Preferred Qualifications

IPMA-CP/CS; World At Work-CCP, SHRM-CP/SCP, HRSCI 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.