



## **Human Resources Assistant #02194**

### **City of Virginia Beach – Job Description**

Date of Last Revision: November 13, 2025

**FLSA Status:** Non-Exempt

**Pay Plan:** General

**Grade:** 19

### **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 a variety of entry-level paraprofessional duties in support of the City-wide Human Resources program.

### **Representative Work Functions and Responsibilities**

- Assist departments in filling vacancies by training users on the Applicant Tracking System, answering applicant and hiring manager questions, and referring applicants, and providing advice on selection techniques to ensure timely hiring of the best qualified candidates.
- Monitor department selections and responses to applicants for compliance with City policies and procedures and EEO guidelines.

- Assist with composing position advertisements and other materials from templates and departmental input in compliance with City policy and EEO laws to fairly and equitably recruit qualified candidates or inform/develop current employees.
- Assist with placing job advertisements on external job boards.
- Attend career fairs and represent the City at events to promote city employment.
- Assist with updating job descriptions and associated working conditions for city classifications.
- Organize typing tests for applicants for City entrance and clerical promotional positions as needed to ensure individuals selected possess the required knowledge, skills and abilities.
- Establish and maintain secure and confidential filing systems for a variety of applicant, employee, and personnel records.
- Prepare correspondence, surveys, tabulations and analyses of surveys as well as basic statistical reports in support of the needs of senior staff members and HR initiatives.
- Interpret and explain routine personnel policies, procedures and forms such as applications, onboarding activities, grievances and other employee relations matters, tuition reimbursement, and performance appraisals to applicants, employees and managers as needed.
- Assist in the coordination of training sessions through contact with consultants and other agencies, set up rooms and equipment, develop and compile resource materials, and maintain records to ensure the ongoing effectiveness of the City-wide training program.
- Conduct basic research to assist in the development and administration of personnel programs.
- Perform routine financial transactions and reconciliations related to departmental Accounts Payable/Receivable needs.
- Develop and maintain simple automated data-base systems to facilitate recordkeeping, and processing of personnel transactions.
- 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 then current workloads and department needs.

## **Performance Standards**

- Accurately communicate information regarding recruitment and selection techniques to departments to improve their selection procedures.

- Clearly understand City policies, procedures, and EEO regulations necessary to monitor personnel selection transactions, and diplomatically resolves instances of noncompliance with department officials.
- Compose advertisements which are accurate and informative.
- Professionally represent the city at community events.
- Exercise close attention to detail in updating published city documents, correspondence, and transactional responsibilities.
- Establish and maintain files that are complete, timely, and readily retrieved while maintaining security and strict confidentiality.
- Ensure correspondence, surveys and statistical data reports are compiled accurately, concisely, and in a timely fashion.
- Ensure explanations of routine personnel procedures are made courteously, clearly and accurately.
- Clearly communicate with consultants and other agencies to assist with coordinating training.
- Independently conduct requested research.
- Efficiently develop appropriate automated systems with little or no assistance.
- Effectively assist with personnel program administration through a clear understanding of the individual programs.

## **Minimum Qualifications**

- High school or GED plus two (2) years' experience in fields providing the required knowledge, skills and abilities and associated with such positions as employment counselor, personnel aide, or administrative aide.

## **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.*