



Upper Occoquan Service Authority

Human Resources Department

14631 Compton Road • Centreville, VA 20121

Tel. | (703) 277-2200 • Fax | (703) 266-0682 • Email | good.jobs@uosa.org

HUMAN RESOURCES BENEFITS & COMPENSATION ANALYST

Executive Division

Human Resources

(Internal ID: 1120)

| Grade 31.5 | \$62,935.37-\$104,983.56*

Open: January 18, 2022 • **Close:** January 24, 2022

**Starting salary will be between minimum and midpoint in the range.*

ABOUT THE ORGANIZATION

The Upper Occoquan Service Authority is looking for a **Human Resources Benefits & Compensation Analyst** to fill an important position in this water reclamation facility.

RESPONSIBILITIES

The **HR Benefits & Compensation Analyst** should have experience working in a medium to small organization and on a small HR team, providing a full range of human resources work, serving multi departments.

The position requires experience in HRIS, compensation, benefits, workplace performance evaluation, staffing, training, employee relations, project work, policy planning and administration. The job focus in this position will include benefits management and working with compensation.

REQUIREMENTS

- High school diploma or equivalent with some college or technical school coursework and experience in a Human Resources department providing technical expertise in maintaining databases, administration of benefits, payroll processing and general human resources administration
- Possession of a vehicle operator's license valid in the Commonwealth of Virginia is required.
- Attendance at meetings, conferences, seminars and training sessions occasionally required.
- Some overnight travel and weekend work may be required from time to time.
- Must be able to meet physical requirements of position to include extensive walking, bending, stooping, climbing of stairs and ladders, lifting and/or carrying up to 30 pounds.

The vacancy notice does not imply that these are the only duties, including essential duties, to be performed in the position. Please request a full job description from the HR Department via email at good.jobs@uosa.org.

ALL NEW HIRES MUST HAVE COVID-19 VACCINATION AND SHOW PROOF PRIOR TO START DATE.

All employment offers are contingent upon the successful completion of a pre-employment drug and alcohol screening, physical exam, and background check paid for by UOSA.



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In order to be fully considered for the position, all applicants must submit a complete online application along with an updated resume via the UOSA website: Uosa.org/Careers > **Candidate Profile.**

Once logged into your profile, click on Find Jobs in the upper left-hand corner of the screen, followed by **Search for Jobs**. Review the vacancy and apply for the position.