



PRINCE WILLIAM COUNTY GOVERNMENT
invites applications for the position of:

Employee Relations Manager

An Equal Opportunity Employer

POSITION #: 125005
DEPARTMENT: HUMAN RESOURCES
SALARY: \$79,009.00 - \$148,783.00 Annually
OPENING DATE: 08/07/20
CLOSING DATE: 08/21/20 11:59 PM

INTRODUCTION:

Do you thrive on the challenge of working with people of diverse viewpoints to build a dynamic workplace culture of continuous improvement?

Are you a proven leader with a reputation for perseverance adept at identifying opportunities, creative problem solving and a great communicator?

Are you a tenacious innovator, energized by the opportunity to create bold, new creative solutions and programs from the ground floor with no blueprint or recipe?

Prince William County Human Resources (HR) is looking for an HR *Super Star* who will build a new employee relations/performance management process and system. We are one of the largest employers in the Washington D.C. metro region. We are located in a rapidly growing community with a lot to offer the right employee.

ABOUT THIS ROLE:

The Employee Relations Manager will assume a lead role in implementing, managing and supporting programs and procedures which foster and retain high performing employees. As an HR partner to all County agencies, this Manager will drive programs and processes leading to a positive, respectful, and productive workplace environment that aligns with the County's vision and values. We are seeking an experienced Human Resources leader with a demonstrated track record of resourceful and creative problem solving.

The Employee Relations Manager will have extensive experience managing and monitoring performance evaluation and progressive discipline programs as well as the development and delivery of associated training and performance improvement plans. As a trusted advisor in HR, they will provide day-to-day consulting with managers regarding a wide range of employee issues, recommend appropriate courses of action, respond to disciplinary actions and support management responses to grievances. They will take a lead role in the development and implementation of all policies impacting employees and lead a new exit interview program. The Performance Manager's primary focus must be on programs that foster successful human capital management which is critical to the success of all County

endeavors.

The successful candidate will...

Act as a central employee relations/performance management expert for management

Act as intermediary and trusted resource to potentially avoid or mitigate disciplinary actions, employee grievances, and performance evaluation issues;

Monitor and track employee relations/performance management activities and programs in the County with guidance and direction from senior HR team.

Build the process for continuous monitoring and evaluation of employee issues, trends and performance;

Develop metrics to determine the effectiveness of the total employee relations/performance management effort; reporting on efforts and results;

Develop and implement tools, programs and processes to attract, develop, retain and align employees to meet the County's strategic goals.

PREFERENCES:

Bachelor's Degree with major coursework in a related field and 3-5 years of direct experience in Employee Relations with 3 years of experience in a supervisory role in Human Resources.

Demonstrated experience with the grievance process in local government in Virginia.

SPECIAL REQUIREMENTS: Background Check includes Criminal History Check, Education and License Verification

ENTRY SALARY RANGE: \$79,009 - \$113,896

To view the full job announcement and apply online click on the following link: [ER](#)

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