



The Town of Warrenton is seeking a highly motivated individual to fill the position of Human Resources Manager. This role performs difficult professional and administrative work preparing, planning, organizing, and managing the human resources program; does related work as required. For more information on the Town of Warrenton, please visit <https://www.warrentonva.gov/>.

To apply please visit, <https://www.governmentjobs.com/careers/warrentonva>.

Requirements:

- Education and experience equivalent to a graduation from an accredited college or university with major course work in human resource management or related field.
- 5 years human resources experience.
- Preferred: PHR certification



TOWN OF WARRENTON
invites applications for the position of:

Human Resources Manager

SALARY: \$30.20 - \$48.32 Hourly
\$2,415.96 - \$3,865.54 Biweekly
\$62,815.02 - \$100,504.04 Annually

DEPARTMENT: Finance

OPENING DATE: 03/16/21

CLOSING DATE: Continuous

DESCRIPTION:

General Definition

Performs difficult professional and administrative work preparing, planning, organizing, and managing the human resources program; does related work as required. Work is performed under limited supervision.

Working Conditions

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

1. Planning, organizing and implementing the Town's human resources program; managing classification and compensation and employee benefits programs; coordinating employee relations; managing recruitment activities; ensuring compliance with laws and regulations; maintaining records and files; preparing reports.
2. Plans and manages a comprehensive human resources program;
3. Ensures compliance with federal, state and local personnel laws/ procedures;
4. Interprets and implements personnel policies and procedures;
5. Manages employee benefit programs including health insurance, leave, VRS retirement program, Flexible Spending Accounts and other supplemental benefits programs; assists staff with the completion of benefit forms; receives responses to requests for insurance renewals and maintains contracts; oversees open enrollment;
6. Responsible for COBRA and FMLA administration;
7. Manages the Town's classification and compensation system; conducts salary studies on a routine basis;
8. Manages the recruitment and retention of employees; screens employment applications, appraising their qualifications and recommending qualified candidates for interviews with department heads for hiring and/or promotion;
9. Reviews all personnel actions including hiring, promotions, evaluations, pay increases, and separations;

10. Manages the Town's risk management and safety programs; maintains required OSHA logs;
11. Serves as internal consultant to management team, supervisors and employees on personnel issues that affect performance and advises/mediates in employee situations; conducts investigations as required;
12. Counsels employees, department directors and the Town Manager on personnel-related issues, to include grievance matters;
13. Conducts new hire orientations;
14. Performs exit interviews and processes terminated employees paperwork;
15. Establishes and maintains personnel files;
16. Performs related tasks as required.

EDUCATION, EXPERIENCE & KSAS:

Education & Experience

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in human resource management or related field and 5 years human resources experience; Professional in Human Resources (PHR) certification preferred.

Knowledge, Skills & Abilities

Thorough knowledge of human resources practices and employment laws, including wage and salary administration, training, employee relations and fringe benefits program; general knowledge of principles of governmental organization and administration; ability to express ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with departmental supervisors, employees and the general public.

ADDITIONAL INFORMATION:

Special Requirements

Must possess satisfactory results of a pre-employment background investigation.

Disclaimer

The above information in this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications as required of employees assigned to this job.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://warrentonva.gov>

21 Main Street
Warrenton, VA 20186
540-347-1101

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Position #12420-2021-0316
HUMAN RESOURCES MANAGER
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