



## Colonial Behavioral Health

SERVING JAMES CITY COUNTY, CITY OF POQUOSON, CITY OF WILLIAMSBURG AND YORK COUNTY

# Human Resources Director

**Location**

Williamsburg, VA

**Job Type**

Full Time

**Department**

Human Resources

**Job Number**

105286

**Closing**

Continuous

**Target Hiring Range**

\$85,000-\$95,000

**Job Description**

Individual will lead Colonial Behavioral Health's expanding Human Resources Department.

This leader manages all functions of the Agency's Human Resources Department including the development, administration, and maintenance of policies and procedures. Coordinates oversight of employee relations, employee development, record management, recruitment and selection, performance evaluation, position classification, compensation, and employee benefits. Serves as advisor to Agency management. Investigates personnel related matters and oversees the employee grievance process. Ensures that HR activities are consistent with the Board's strategic plan. Interacts with the Agency's senior leadership, as needed. Creates and implements approved employee relations policies to help increase employees' job satisfaction and Agency effectiveness. Devises procedures and practices for hiring new employees and management of staff. Establishes procedures for onboarding new hires and training them to meet the needs of the Agency. Communicates with employees about compensation, benefits, and other facets of their employment. Responds to questions or complaints from employees in a timely fashion. Provides oversight of HR department personnel and functions.

**Job Duties**

- Manages all activities of the HR department.
- Develops, administers, interprets, and communicates approved HR policy and procedures.
- Advises Agency management on legal and employee relations implications of personnel actions.
- Reviews corrective and disciplinary actions.
- Develops and oversees employee relations programs to include Employee Assistance, employee recognition, performance appraisal, and Equal Employment Opportunity.
- Serves as Agency EEO Officer.
- Oversees development and maintenance of employee records, job descriptions, classification and compensation plans.
- Implements and maintains employee recruitment practices to fill vacancies.

- Oversees and reviews recruitment and selection activities.
- Implements and maintains employee retention practices for CBH staff.
- Conducts group training for orientation and specialized educational purposes.
- Monitors risk management activities for Agency.
- Oversees Agency's grievance procedure and provides counsel regarding performance issues, as needed.
- Conducts performance-related investigations involving Agency personnel, as needed.
- May act as official mediator in staff disputes.
- Oversees the Agency's benefits program.

**Work Schedule**

Monday through Friday 8:00 am to 5:00 pm, and as needed to fulfill job duties as an Exempt employee.

**Qualifications**

Minimum of a Bachelor's Degree in Human Resources or related field required; Master's Degree is preferred. 5+ years' experience in a leadership role within a human resources department, preferably in public sector and/or healthcare environment(s). Strong experience leading programs related to employee training, recruitment and retention, compensation and benefits administration, payroll, HRIS/HRMS and LMS implementation and management, and other HR functions. Strong experience with development and administration of personnel policies required. SHRM, HRCI, IPMA-HR or similar human resources certification; SHRM-SCP, SPHR, or IPMA-SCP certification preferred. Excellent communication, team leadership, and project management skills. Proficiency in Microsoft Office Suite software required. Proficiency in writing, editing and proofing formal business documents is also required. Valid state driver's license and acceptable driving record required.

**Agency**

Colonial Behavioral Health

**Address**

473 McLaws Circle  
Williamsburg, Virginia 23185

**Colonial Behavioral Health offers a generous benefit package to include health and dental insurance, participation in the Virginia Retirement System (VRS), deferred compensation, flexible spending accounts, twelve (12) paid holidays, vacation and sick leave or PTO. Please visit <http://www.colonialbh.org/career-opportunities.aspx> to apply for the position. EEO**