



SURRY COUNTY JOB OPPORTUNITY

Surry County is seeking a Human Resources Manager in the Human Resources Department. Work will be performed under the supervision of the County Administrator and will include the following typical tasks:

Manages and coordinates County-wide human resources functions including employee relations, employment, compensation, workforce development, benefits, and employee services and related work as apparent or assigned.

Essential Functions

- Plans, organizes, directs, and develops comprehensive human resource programs; administers the classification and pay and safety and risk management programs; coordinates activities with County Administrator and other departments; maintains records and files; prepares reports.
- Assists and advises the County Administrator and other top management officials on sensitive or significant workforce and employment related or organizational development matters, and makes recommendations on policy matters such as compensation, benefits, workforce training and staffing adjustments.
- Develops, plans, and implements goals and objectives, policies and priorities of the human resources and risk management functions; prioritizes and assigns work; conducts performance evaluations for departmental staff.
- Performs complex, strategic duties in the functional areas of, employee relations, benefits program development, diversity and inclusion efforts and personnel actions processing including pay actions, discipline, and dismissal.
- Administers personnel functions including employment screening and referral, employee orientation and exit interview programs and benefits enrollment.
- Coordinates recruitment and oversees selection procedures ensuring that numbers of full-time positions filled stay within annual budget appropriations.
- Administers the classification and pay system; reviews requests for new positions and allocates to existing classification plan or recommends new classes within the plan structure.
- Administers the County's merit system, coordinates employee performance evaluation system, and personnel regulations.
- Interprets and applies local, state, and federal laws and regulations; interprets and explains administrative policies and decisions. Works with the County Attorney, as needed, to ensure that policies comply with federal and state law.
- Analyzes complex and confidential personnel issues and recommends appropriate action in accordance with policies and procedures; consults with legal counsel as appropriate.
- Facilitates resolution of inter- and intra-departmental conflicts and problems; serves as mediator as needed.
- Manages, develops, and evaluates employee training and development.
- Confers with the County Administrator and Department Heads to determine needs and to evaluate/interpret human resource policies.
- Attends staff and committee meetings to aid County Administration.
- Serves as liaison between the County Administrator's Office and all departments on routine administrative matters; Coordinates and/or conducts research into administrative

organization/functions; investigates situations; secures information and considers alternatives, improvements and/or solutions.

- Receives requests and complaints from the public; investigates and resolves complaints; answers requests for information.
- Assists in the development of the County's operating budget relative to personnel costs and the monitoring of personnel expenditures. Prepares departmental budget and monitors expenditures
- Prepares and delivers presentations to County administration and/or government officials regarding human resources policies and practices.
- Studies legislation, legal decisions, and information in professional periodicals and other sources to assess human resource trends.
- Coordinates County employee events as needed
- Performs related tasks as required.

This leader manages all functions of Human Resources 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 management. Investigates personnel related matters and oversees the employee grievance process. Creates and implements approved employee relations policies to help increase employees' job satisfaction and organization 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 organization. Communicates with employees about compensation, benefits, and other facets of their employment. Responds to questions or complaints from employees in a timely fashion.

Minimum of a Bachelor's degree in Human Resources or related field required; Master's Degree is preferred. 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, 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.

Position open until filled

Surry County Administrator's Office
Attn: HR Department
45 School Street
Surry, Virginia 23883
(757) 294-5271

Application forms can be obtained from the County Administrator's Office located in the Surry County Government Center at 45 School Street in Surry, Virginia or downloaded from the county's website at: www.surrycountyva.gov. The Government Center is open 9:00 a.m. – 5:00 p.m. Monday – Friday except holidays.

**SURRY COUNTY IS AN EQUAL
EMPLOYMENT OPPORTUNITIES EMPLOYER**