



Human Resources Manager Full-Time

The Town of Farmville is accepting applications for the Human Resources Manager position. The successful applicant will perform a wide variety of professional, administrative, and technical related duties in administration of human resources programs. Duties include overseeing HR technical and payroll systems, ensuring compliance with regulations, managing and supporting employee recruitment efforts, designing and administering employee training programs, administering and maintaining benefits, and maintaining compensation plans. All duties are performed in accordance with applicable laws, regulations, and Town policies. The Human Resources Manager works under the supervision of the Town Manager and will work closely with the Finance Director. Requires considerable experience in technical and administrative human resources management or benefit administration, preferably in the public sector and a bachelor's degree in human resources, public administration, benefits management or related field. IPMA-Certified Professional or Professional in Human Resources (PHR) or related specialized certification preferred.

Typical duties include and are not limited to:

- Advise employees, supervisors and managers on a wide variety of human resources matters, including recruiting and selection, position classification, compensation, employee relations, and benefit related issues.
- Review and develop job descriptions and develop and execute recruitment and selection plans for vacant positions.
- Work with hiring managers to screen and certify qualified applicants for vacant positions and participates in selection processes, as requested.
- Deliver New Hire Onboarding including new hire paperwork, presenting policy and benefit information.
- Work with Finance Department staff to complete bi-weekly payroll maintenance including pay and benefit changes, new hires and terminations, scheduling changes, and employee actions.
- Ensure compliance with local, state and federal employment laws and regulations
- Work with a variety of third-party benefits' administrators, vendors and service providers.
- Work with employees, supervisors and manager to explain and maintain compliance with Town employment policies and procedures.
- Coordinate pre-employment testing and background checks.
- Coordinate Family Medical Leave Act processes, including documentation and time tracking.
- Coordinate the unemployment claim process including completing requests for information, considering appeals, verifying billing records, managing relevant data, and answering questions on the program.
- Coordinate benefits enrollments, and membership or coverage changes, including open enrollment.
- Conduct exit interviews with terminating employees to complete benefits processing and gather appropriate information.
- Maintain, audit, and analyze benefit data.
- Complete applicable state and /or federal reports such as EEO-4, Virginia Employment Commission New Hire Reports, periodic wage reports and similar requirements.
- Prepare and distribute written and verbal human resources related information to employees as needed.

This is a full-time position with an excellent benefit package, including employer-sponsored health, life and short-term disability insurance, VRS retirement, and paid time off and holidays. Applicants must pass a criminal background check prior to hire.

Hiring range \$52,000– \$65,000 depending on qualifications, skills and experience.

Interested applicants are encouraged to complete the ***Town of Farmville Application for Employment*** which may be found at www.farmvilleva.com at the Jobs tab. Please submit the completed application to hr@farmvilleva.com or send/drop off at the Town Offices at 116 North Main Street, Farmville VA 23901. While applications will be accepted until position is filled, first review will begin on or about June 17, 2022.

The Town of Farmville is an Equal Opportunity Employer.