

Human Resources Manager

Department of Social Services

Salary Range: \$68,366 - \$80,330

Deadline: 11:59 p.m. February 12, 2023

Chesterfield County Government is seeking a Human Resources Manager to

- Plans, administers, directs, and coordinates the human resources functions for 260+ employees at Social Services.
- Supervises the departmental HR team while providing support, guidance, and training. Observe all HR Liaison activities, such as communications, special requests, reports, correspondence, documents, and presents oral presentations as required.
- Advises department managers and supervisors in interpretation and application of and evaluates department compliance with federal, state, and local laws and regulations and county HR policies and procedures in conjunction with county Human Resources.
- Partners with leadership to understand and execute strategies for recruitments, retention, succession planning, employee orientation, employee development, and employee recognition.
- Supervises the maintenance of employee records and processing of departmental personnel transactions.
- Oversees implementation of programs and processes related to employee benefits and leave; and administers department level compliance in these areas (e.g., PTO, FMLA, leave donation, and other programs).
- Ensures Department stays current on state and County practices and policies related to human resources and timecard.
- Participates in the development, administration, and oversight of assigned budget; plans, organizes, and coordinates department HR programs, special events, and projects such as new employee orientation, employee recognition and service awards.
- Provides leadership in ensuring the department is compliant in all risk management and internal audit requirements through establishing internal controls for all aspects of workforce management.
- Champions the departmental efforts in achieving cultural competence. Leads the Social Services human resource area through audits and process improvements.
- Maintains relationships with County HR and Virginia Department of Social Services through state and local workgroup participation and maintaining current on all policy and procedures.
- Perform other work as required.

PLEASE NOTE: Previous applicants do not need to re-apply. Applications will remain under consideration until position is filled.

Successful candidate will possess a bachelor's degree in human resource management, public administration, business administration or a related field (master's degree in a related field preferred); five years of increasingly responsible professional human resources experience to include one year of experience in a supervisory or lead capacity; or an equivalent combination of training and experience. Possession of PHR/SPHR certification, SHRM-CP/SHRM-SCP certification, or other relevant certification preferred. Strong employee relations skills are required. Considerable knowledge of the principles and practices of human resources to include recruitment and selection, compensation and benefits, employee relations, employee development, laws and regulations

pertaining to hiring and employment, and safety/risk management. Ability to plan, manage, and evaluate departmental human resources programs; to analyze and resolve difficult human resources problems; to exercise tact and diplomacy in dealing with sensitive and confidential personnel issues and employee situations; to provide professional guidance and direction pertaining to applicable laws, rules, regulations, policies, and procedures. Excellent critical thinking, problem solving and time management skills; good judgment and ability to make sound decisions; to work independently and meet deadlines; to fairly and consistently apply human resource practices; to communicate effectively orally and in writing with diverse groups; to develop and maintain effective working relationships with internal and external customers; to operate a personal computer and related software to include Microsoft Office suite and other standard office equipment. Experience in managing and communicating change. Ability to supervise, train and evaluate the work of staff. Experience with high-volume recruitment and managing an HR department strongly preferred.

Current valid driver's license and good driving record required. Based on the Virginia DMV point system, record must not reflect a total of six or more demerit points within the twenty-four months preceding the anticipated hire date, or one major violation of six demerit points within the preceding thirty-six months. Out of state driving records must be obtained by applicant and presented at time of interview. Records must reflect at least three years of history and be dated within thirty days of interview date. Pre-employment drug testing, FBI criminal background check, Child Protective Registry search and education/degree verification required. A Chesterfield County application is required and must be submitted online by deadline. Visit chesterfield.gov/careers to view instructions and to complete and submit an application. (804) 748-1551.

An Equal Opportunity Employer Committed to Workforce Diversity, Equity, and Inclusion