

Albemarle County Government is seeking a talented and experienced **Compensation and Rewards Manager** to join our Human Resources department. This position is responsible for developing, implementing, and overseeing administration of the County's classified and public safety compensation plans, variable pay initiatives, and reward and recognition program.

The successful candidate will have a minimum of 5 years of experience with implementing various compensation strategies and a minimum of 3 years of supervisory and management experience. Experience in local government is strongly preferred. This is a hybrid remote work position and the anticipated hiring range for this position is \$103,856 - \$112,200. All County employees must reside in the commonwealth of Virginia. Position open until Friday, April 12.

Job Summary/ Objective:

The Human Resources Manager oversees all aspects of a division of Human Resources. Responsible for development, implementation, and administration of organizational employee benefits and wellness or compensation and recognition programs and functions, as assigned.

Supervisory Responsibilities:

Plans, directs, supervises, and coordinates work activities of subordinates, in accordance with the County's policies and applicable laws, including but not limited to recruitment and performance management.

Essential Functions:

- Manages all aspects of a division of the Human Resources department, to include hiring, training, and performance management; and developing, implementing, and administering division procedures, goals, and objectives in alignment with departmental goals and the County's strategic plan.
- Responsible for the overall implementation and administration of employee benefit and wellness or compensation and rewards programs, as assigned.
- Partners with vendors, contractors, and consultants to ensure efficient administration of benefit and/or compensation plans.
- Researches, analyzes, and recommends new initiatives and/or changes to programs, based on cost analysis, market trends, employee needs, and best practices, including evaluating against peer organizations to determine competitiveness, trends, and developments.
- Maintains records and compiles data to generate reports on productivity and performance metrics, as well as, program utilization.
- Analyzes, researches, investigates and resolves complex human resource and employee benefits or compensation inquiries and concerns, as assigned.

Competency: Knowledge/ Skills/Abilities:

- Thorough knowledge of Human Resources related Federal, State and Local laws and regulations.
- Thorough knowledge of the principles, practices, and techniques of human resources administration.
- Knowledge of County employee benefit programs and their administration.
- Knowledge of County/Department policies, procedures, rules and regulations.
- Knowledge of the County's compensation and payroll policies and processes.
- Thorough knowledge of cost/benefit, forecasting and statistical techniques.

- Proficient skill in Microsoft Office products and sound knowledge of automated HR information Systems.
- Ability to oversee the work of a team engaged in providing specific services, completing specific projects, and delegation of tasks as needed.
- Ability to set and execute division goals and objectives.
- Ability to be responsive to changing goals, priorities, and needs.
- Ability to leverage technology to streamline processes.
- Ability to think strategically, analyze and solve complex human resources issues.
- Ability to work independently, with minimal direction and/or supervision.
- Excellent communication skills, both verbally and in writing.
- Excellent organizational skills, time management, and attention to detail.
- Ability to establish and maintain effective working relationships with various internal and external customers.
- Ability to maintain a high level of confidentiality.
- Ability to create and deliver presentations to management, employees, public groups, and/or boards of directors.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to read, analyze, and interpret complex documents.

Required Education and Experience:

- Bachelor's degree in Human Resources Management, Business Administration, or Public Administration, or two (2) years of related experience for each year of college requirement;
- Five (5) years of Human Resources work experience in assigned functional area;
- Three (3) years of experience in a supervisory role;
- Possession of a valid appropriate driver's permit issued by the Commonwealth of Virginia.

Preferred Qualifications/Certifications:

- SPHR, IPMA-SCP, or SHRM-SP designation
- Certification as a Certified Benefits Professional (CBP) or Certified Compensation Professional (CCP) preferred.

Physical and Mental Requirements:

- Work is typically performed in an office setting with occasional extended periods of time at computer terminals.
- Frequent communication using verbal and written modality.
- Occasional walking, light lifting up to 25 pounds and other limited physical activities are required.
- Occasional visits to off-site county locations are required.
- Occasional travel for attendance of training and/or meetings outside of the County.
- Contact with department heads, administrators, consultants, partner entities and Board of Supervisors is necessary. These contacts often require considerable skill, tact, diplomacy, persuasion, and/or negotiation and may cover confidential, sensitive material.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Remote Work:

This position is eligible for a hybrid remote work in compliance with personnel policy P-24 Remote Work and Alternate Schedules. All County staff must maintain residence within the Commonwealth of Virginia.

Albemarle County Core Values:

Albemarle County holds its employees to the highest standards in fulfilling the County's Vision and Mission. We believe in excellence in public service through

Community: We expect diversity, equity and inclusion to be integrated into how we live our mission.

Integrity: We value our customers and co-workers by always providing honest and fair treatment.

Innovation: We embrace creativity and positive change.

Stewardship: We honor our role as stewards of the public trust by managing our natural, human, and financial resources respectfully and responsibly.

Learning: We encourage and support lifelong learning and personal and professional growth.

Virginia Values Veterans:

Albemarle County is a Certified V3 organization.

EOE/EEO:

Albemarle County is an equal employment opportunity employer, and does not discriminate against any group or individual on the basis of race, color, religion, sex, sexual orientation, national origin, age or disability in regards to any aspect of employment policy and practice: recruitment, testing, selection, assignment, pay, conditions of work, training, leave, overtime, promotion, discipline, demotion, and separation.