



BOARD OF SUPERVISORS
First District – William L. Hodges
Second District – Benjamin J. Edwards III
Third District – Justin Callett
Fourth District – Lindsay May Roberson
Fifth District – Mary Sue Bancroft



King William County Human Resources Manager

SALARY	\$73,016.00 - \$116,826.00 Annually	LOCATION	King William, VA
JOB TYPE	Full-Time	JOB NUMBER	202400152
DEPARTMENT	Human Resources	OPENING DATE	03/03/2025
CLOSING DATE	4/3/2025 11:59 PM Eastern		

General Description

Proactively identifies and implements opportunities to integrate Human Resource programs, policies and procedures with the direction, vision and goals of the County Administrator. Performs professional level work managing the areas of classification, compensation, wage and salary administration, benefits administration, affirmative action, training, recruitment, testing and selection, and performance evaluation. Oversee employee relations, securing regulatory compliance, and administering employee-related services such as payroll and benefits.

Administers the risk management program which encompasses worker’s compensation, property and vehicle coverage, public officials liability, cyber and line of duty act (LODA) coverages.

Performs related work as directed.

Essential Functions

- Plan and coordinate the organization’s workforce to best use employees’ talents.
- Plan and oversee employee benefit programs.
- Serve as a consultant with other managers advising them on human resources issues, such as equal employment opportunity, discipline and grievances.
- Ensure that all aspects of payroll are processed correctly and on time.
- Build, implement, and manage online recruitment, onboarding, performance evaluation, and training platform.
- Administer payroll procedures, prepare reports for other departments, and resolve any payroll problems or discrepancies.
- Counsels employees and managers on workplace matters and policy.
- Americans with Disabilities Act (ADA) compliance officer for employees and county.
- Reconcile and authorize payments for the employee retirement accounts, health insurance, and assorted other benefit programs.
- Oversee the organization’s recruitment, interview, selection, and hiring processes.
- Act as liaison with risk management company for renewals, claims, education programs, and personnel matters.
- Manage Worker’s Compensation program.
- Writes and administers personnel policies and procedures.
- Interprets and ensures compliance with all state and federal laws and regulations including FLSA, FMLA, EEO, ADA, HIPAA, IRS regulations, COBRA and other programs as applicable.
- Assists with the preparation of proposals, specifications and contracts for personnel related services.

- Responds to personnel related FOIA requests.
- Handle staffing issues, such as mediating disputes and directing disciplinary procedures.
- Liaison for State Compensation Board and County.
- Prepares periodic reports to county administrators, Board of Supervisors, makes presentations on department matters to the Board of Supervisors as required.
- Manages special projects as assigned by Finance Director and County Administrator.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of the philosophies, principles and practices of public personnel administration, including testing and selection, classification, compensation, benefits, training and employee relations;
- Comprehensive knowledge of the qualifications and characteristics of major occupational groups;
- Knowledge of local governmental organization and administration;
- Comprehensive knowledge of current federal and state laws and regulations applicable to public employment;
- Ability to establish and maintain effective working relationships with other County officials, employees and the general public;
- Ability to present facts and recommendations effectively in oral and written form;
- Ability to record and organize statistical and financial data, apply logical sequence to the analysis and resolution of an issue;
- Ability to analyze and assess complex issues and provide appropriate guidance and direction to management;
- Ability to plan, supervise and review the work of professional, technical and clerical subordinates;
- Skills in negotiation, conflict resolution and problem solving

Education, Training, and Experience

Bachelor's degree in Human Resource Management, Public Administration or closely related field; supplemented by minimum three (3) years previous experience and/or training that includes an equivalent combination of education, training, and experience.

Must possess and maintain a valid Virginia Driver's License (occasional job-related driving of personal vehicle and/or County fleet vehicles required).

EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS

All King William County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator. Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply.

**Potential candidates will be required to complete drug testing, driving and background checks.

The foregoing is intended as a general description of job responsibilities and performance expectations and does not constitute a contract for employment between the employee and the County of King William, Virginia.

Employer

King William County

Address

180 Horse Landing Rd.

King William, Virginia, 23086

Phone

(804) 769-4968

Website

<https://www.kwc.gov/>