

Human Resources Manager

Job Description

Role:

Performs work managing the daily operations of the Human Resources department and develops and implements policies and programs to fulfill the Authority's guiding principles. This position provides overall support in the following functional areas: departmental and organizational development, employee relations, training, benefits administration, compensation, and employment. This position reports to the Director of Administration.

Essential Functions:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Oversees Human Resources personnel, which includes hiring, training, planning, assigning, scheduling, and evaluating their duties.
- Manages employee relations counseling; performs investigations; guides staff on current situations.
- Works directly with management to ensure their understanding and adherence to Authority policies and procedures in compliance with federal and state employment laws.
- Manages and plans training, including the corresponding records and budget.
- Administers employee benefits and open enrollment of benefits.
- Conducts employee terminations as needed and completes related processes and documentation.
- Supports management in creating and maintaining job descriptions and progression plans.
- Administers FMLA leave; maintains medical personnel file with documentation and tracking records for compliance.
- Administers various programs, including drug/background testing, employee discount coupons, and compensation studies.
- Updates pay bands annually.
- Oversees the hiring process, which includes job postings, interviews, employee applications, background checks, and new hire orientation.
- Oversees creating and maintaining employee files, records, and required documentation.
- Maintains knowledge of industry trends, performs research, organizes data, draws conclusions, and communicates results on HR-related information and data as needed or assigned.
- Represents the Authority at various meetings internally and externally within the community.
- Assists in maintaining a professional and employee-oriented company culture in alignment with the Authority's mission, vision, and values.
- Perform other duties as assigned by the Director of Administration and/or Executive Director.

Minimum Qualifications

- Bachelor's degree in human resources or related field and three to five years of experience managing human resources; a combination of equivalent education and experience may be considered.
- SHRM certification preferred.
- Must possess organizational and professional communication skills, both verbal and written, to be able to communicate with all parties involved effectively.
- Ability and willingness to exercise tact, diplomacy, and courtesy when dealing with people.
- Must possess strong computer skills, including proficiency in using all Microsoft Office® products and Adobe Acrobat®.
- Management skills to effectively train and manage staff on policies, procedures, and systems.
- The ability to develop, interpret, and apply policies and procedures.
- The ability to analyze situations appropriately and adopt appropriate courses of action.
- Must maintain high standards of confidentiality.
- Valid driver's license in the Commonwealth of Virginia.

Additional Information:

- The position typically requires working on-site Monday through Friday from 8:00 am to 5:00 pm with a one (1) hour lunch break.
- The Human Resources Manager has direct supervisory responsibility for all Human Resources department employees.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit some of the time but may walk or stand for most periods of time.
- This classification involves frequent physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements, ability to express ideas and ability to hear detailed information through oral communication and/or to make fine distinctions in sound.

Physical Exertion (Pounds)	
Up to 10	Frequent
Up to 25	Occasional
Up to 50	None

Environmental Exposures	
Work near moving mechanical parts	None
Work in high, precarious places	None
Toxic or caustic chemicals	None
Outdoor weather conditions	Occasional
Extreme Cold, non-weather	Occasional
Extreme Heat, non-weather	Occasional
Noise Level	Moderate

Employment Eligibility/Work Authorization Requirements:

The BRWA is committed to employing only individuals who are authorized to work in the United States and who comply with applicable immigration, employment law, and criminal background clearance. As a condition of employment, every individual must provide satisfactory evidence of their identity and legal authority to employment. The Authority is an equal opportunity employer.

Condition of Employment:

This position serves at the will of the Executive Director.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Print Name

Date Signed

Signature