



Department: Human Resources  
[Pay Band: 12](#)  
[FLSA Status: Exempt](#)

## Human Resources Manager Job Description

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### Role:

The Human Resources Manager serves as a strategic partner to leadership and is responsible for leading and managing all aspects of the Human Resources function. This role ensures alignment of HR strategies with organizational goals, promotes a positive, compliant workplace culture, and drives initiatives in talent acquisition, employee engagement, performance management, and organizational development. This position oversees day-to-day HR operations and provides leadership in workforce planning, policy development, and employee relations to support Bedford Water's mission, vision, and values. This position reports to the Director of Administration.

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### 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.*

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- Serve as a strategic advisor to leadership on workforce planning, organizational structure, and talent strategy.
- Develop and implement HR policies, programs, and initiatives aligned with organizational objectives.
- Lead and develop the Human Resources team, providing direction, coaching, and performance management.
- Use HR metrics and data analytics to identify trends, inform decision-making, and improve organizational effectiveness.
- Provide guidance to management and employees on employee relations matters, conflict resolution, and performance management.
- Conduct and oversee investigations, ensuring fair, consistent, and legally compliant outcomes; provide action recommendations to leadership.
- Ensure compliance with all federal, state, and local employment laws and regulations (including FMLA, FLSA, EEO, ADA, etc.).
- Identify and mitigate organizational risk related to employment practices and policies.
- Develop and support the execution of recruitment strategies to attract and retain high-quality candidates. Promote a strong employer brand and positive candidate experience.
- Oversee the full-cycle hiring process, including job postings, interviews, onboarding, and orientation. Partner with leadership to identify workforce needs and succession planning opportunities.
- Design and implement training and development programs to enhance employee and leadership capabilities.

- Administer and oversee employee compensation and benefits programs, including annual open enrollment.
  - Conduct compensation analysis and support salary structure updates (e.g., pay bands).
  - Ensure benefits programs remain competitive and aligned with organizational needs.
  - Manage and optimize HR systems (HRIS), employee records, and reporting processes.
  - Ensure accurate and compliant recordkeeping, including personnel and medical files.
  - Oversee administration of leave programs, including FMLA and other applicable policies.
  - Continuously evaluate and improve HR processes for efficiency and effectiveness.
  - Lead initiatives to enhance employee engagement, positive morale, and retention.
  - Support leadership in fostering a positive, inclusive, and high-performing workplace culture.
  - Represent the organization in community and professional settings as appropriate.
  - Perform other duties as assigned by the Director of Administration and/or Executive Director.
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### **Minimum Qualifications**

- Bachelor's degree in Human Resources, Business Administration, or a related field (or equivalent combination of education and experience).
  - Minimum of 5–8 years of progressive HR experience, including at least 2 years in a supervisory or leadership role.
  - SHRM-CP and/or SHRM-SCP certification preferred.
  - Strong knowledge of employment laws, regulations, and HR best practices.
  - Demonstrated ability to lead, influence, and partner with leadership at all levels of the organization.
  - Excellent communication, interpersonal, and conflict-resolution skills.
  - Strong analytical and problem-solving capabilities, with the ability to use data to inform decisions.
  - Proficiency in Microsoft Word, Excel, and Outlook; experience with HRIS systems.
  - Ability to maintain a high level of confidentiality and professionalism.
  - Valid driver's license in the Commonwealth of Virginia.
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### **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.
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### **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.*

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- 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

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**Employment Eligibility/Work Authorization Requirements:**

Bedford Water 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.

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**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