



Career Opportunity

August 18, 2023
STATE EMPLOYEES ONLY

HR MANAGER
(Human Resources Manager I)
Payband 5

Position #00037

Location:

2801 Kensington Ave
Richmond, VA 23221

Maximum Hiring Range

\$89,250 - \$102,000

Position Description

The Virginia Department of Historic Resources (DHR) is the State Historic Preservation Office (SHPO), our main location is located in the museum district in Richmond, VA. As the SHPO, DHR administers several federal programs that consist of the Virginia Landmarks Register and the National Register of Historic Places, Survey, Grants, Archaeology, Cemetery Preservation, African American and Tribal Outreach, the Historical Highway Marker Program, 106 Review and Compliance, Conservation, Collections, Easements, and the Historic Rehabilitation Tax Credit Program. DHR is seeking an experienced HR professional to serve as the HR Manager for a variety of staff to include at-will, classified, wage, interns, volunteers, and contractors. This HR Department of One will manage the following HR disciplines, talent acquisition, employee relations, compensation, benefits, performance management, HRIS, learning and development, and succession planning. Responsibilities will include routine functions of human resources including, but not limited to, leave administration; HR data and analytics; completion of all mandated related HR reports/plans; administering, creating, and updating agency's HR policies and procedures; full cycle recruitment; setup and follow through with all recruitments until filled through PageUp; create and maintain accurate job descriptions and EWP's; research, analyze and provide defensible briefs for compensation recommendations and position studies; employment and criminal background checks; provide critical support and guidance to management and staff on issues of compliance with employment laws, regulations and standards, disciplinary matters; recommend best practices; manage the annual performance management process; manage all benefit activities (FLSA, FMLA, ADA, VSDP); conduct NEO; manage service awards and employee recognition programs; and maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law. This position is also responsible for managing all HRIS Systems. Develops and/or coordinates regular training for staff in areas of leadership, agency/state policy and procedures. Additional duties may be assigned.

Qualifications Guide

The successful candidate must have a strong working knowledgeable in multiple human resource disciplines, including compensation practices, benefits, talent acquisition, employee relations, diversity, HRIS, performance management and federal and state employment laws. Knowledge of employee group benefit programs, policies, procedures, and activities. Demonstrated ability to collaboration with managers to understand and execute strategies as it relates to current and future talent needs, recruiting, retention, and succession planning; to work independently; to establish and manage multiple priorities; to form and maintain strong relationships; to maintain confidentiality at all levels; and to analyze work related problems, assess needs and implement solutions. Strong communication and interpersonal skills. Experience assessing policies and processes, and redesigning HR programs; collecting, analyzing, and synthesizing business data for decision-making; developing and implementing employee training programs; coordinating payroll activities and conducting new employee orientation. Demonstrated skill in the use of Cardinal, PageUp, COVLC and VNAV and additional HRIS. Graduation from college or university with a major study in Human Resources or related field and/or an equivalent combination of education, training, and experience as a human resource professional. Possession of professional Human Resource Certifications desired (PHR, SPHR, SHRM- CP, SHRM-SCP, CCP, CBP). Tele-working options available at the discretion of the supervisor. The selected candidate will be required to complete a criminal background check to include credit and to file a State and Local Statement of Economic Interests as a condition of employment. A valid driver license is required.

Application Requirements

To be considered for this position a completed state application must be received through the on-line employment system by FRIDAY, SEPTEMBER 1, 2023 at <https://www.jobs.virginia.gov>

EOE

DHR is an equal opportunity employer who values diversity in the workforce. Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.