



HAMPTON ROADS REGIONAL JAIL

HUMAN RESOURCES MANAGER, NON-SWORN

NATURE OF WORK: Administration

Under general supervision manages all aspects of the Regional Jail's personnel-related policies and programs. Ensures the Regional Jail meets all requirements regarding employment law and delivery of benefits to jail staff. Informs the Assistant Superintendent of changes or proposed changes to laws that may impact or affect the Regional Jail and its employees. Reports to the Assistant Superintendent.

ESSENTIAL FUNCTIONS OF THE JOB:

Plans and coordinates the development and implementation of programs associated with human resources to include policy development, benefits management, records management, recruitment, and employment. Conducts research with public and private organizations to develop new and innovative personnel human resource programs, techniques and methods. Analyzes and evaluates existing programs, procedures, and systems and recommends changes as needed.

Plans and delivers the administration of Health and Welfare and Retirement Programs. Oversees purchasing, administration, education and communication, vendor, broker and consulting partnerships, open enrollment, and compliance/policy aspects throughout the organization.

Maintains the work structure by updating job requirements and job descriptions for all positions. Maintains staff of the organization by establishing and maintaining a recruiting, testing, and interviewing program; counsels managers on candidate selection; conducts and analyzes exit interviews; and recommends changes.

Attracts applicants by identifying recruitment sources and developing advertising campaigns; establishes rapport with referral sources. Meets short-term staffing needs by hiring temporary and part-time employees.

Monitors the maintenance of records, and compiles reports concerning recruitment, interviews, hires, transfers, promotions, terminations, and performance evaluations.

Prepares employees for assignments by planning, establishing, and conducting orientation programs. Maintains human resource records by developing and enforcing filing and documentation systems. Maintains historical human resource records by designing a filing and retrieval system, retaining past and current records.

Ensures planning, monitoring, and appraisal of job results by counseling employees and supervisors.

Ensures legal compliance by monitoring and implementing applicable human resource federal and Commonwealth of Virginia requirements. Studies existing and new legislation and anticipates new requirements; advises management on needed actions. Conducts investigations as directed by the Superintendent or designee and maintains records; and represents the organization at hearings. Collects, analyzes, and summarizes information and trends and prepares special reports.

Assists the Jail Superintendent with planning for the meetings of the Board of Directors of the Jail Authority, recommends policies for adoption by the board, and implements decisions of the Board.

Maintains professional and technical knowledge by attending educational workshops and/or reviewing professional publications. Establishes personal networks and/or participates in professional societies.

ADDITIONAL DUTIES:

May be required to perform duties involving operation of a vehicle.

Performs other related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Work is performed primarily in an office setting. Operates standard office equipment to include computer, calculator, copier, fax, and telephone.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of:

- The principles, practices and techniques involved in human resource administration, organization and operation.
- The principles and practices of effective management and supervision, motivation, performance evaluation, progressive discipline and grievance procedures.
- Applicable federal, state and local laws, codes and regulations, including public sector labor laws and equal employment opportunity laws and negotiation.

Working knowledge of:

- Emerging trends and practices in human resource management.
- Software applications, including, but not limited to word processing, spreadsheets, and websites.

Ability to:

- Initiate, develop and effectively manage a wide range of human resource policies, programs and functions.
- Apply and explain applicable laws, codes and regulations.
- Gather, manipulate, and interpret data and make appropriate recommendations for actions.
- Research information and develop and implement policies and procedures.
- Provide consultation to employees and managers in resolving employee relations problems.
- Prepare clear and concise written reports and correspondence.
- Excellent written and oral communication skills, including effective presentations.

MINIMUM QUALIFICATIONS:

Any combination of education, training, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in human resources or related field, Professional Human Resources (PHR) or Senior Professional Human Resources (SPHR) preferred.

Three years of experience in the planning, developing, implementing, and maintaining of human resource policies and programs.

MINIMUM QUALIFICATIONS (CONT'D):

Extensive knowledge of the principles and practices of effective human resource management.

Working knowledge of attendance and payroll systems.

Proficient in Microsoft Office, Excel, and PowerPoint.

Ability to establish and maintain effective and harmonious working relationships with all levels of employees, management, and the general public.

Ability to communicate effectively both orally and in writing.

NECESSARY SPECIAL REQUIREMENTS:

Must possess a valid driver's license.

Must pass a comprehensive background investigation.

Must successfully pass a medical examination and drug screening, subsequent to a conditional offer of employment.

Physical capability to effectively use and operate various items of office related equipment.

Must be capable of occasional lifting and transporting of small items over short distances.

WORKING CONDITIONS:

May involve work at irregular hours that could exceed 40 hours per week, including weekends.

SALARY:

Salary commensurate with experience, background, training and education.

PROCESS TO APPLY:

To be considered, please submit a cover letter, resume, salary history, and three professional references via email to walzc@hr.rj.virginia.gov or mailed directly to:

Lt. Colonel Christopher Walz
Assistant Superintendent
Hampton Roads Regional Jail
2690 Elmhurst Lane
Portsmouth, Virginia 23701

Submissions will be accepted until Thursday, May 30, 2019 at 5:00 p.m.

