



Job title: Fort Monroe Authority - Human Resources Manager

Department: Operations

FLSA status: Exempt, Full-time Employee

Work conditions: Office environment in historic building, not ADA accessible. Light lifting involved. Regular 40-hour work week, Monday – Friday, 8:30 AM – 5:00 PM, with occasional evenings and/or weekends to support company events.

Salary: \$65,000 - \$72,000 annually depending on education, experience, and active certifications compared to minimum requirements

Reports to: Director of Operations

In addition to the salary, total compensation includes state employee benefits to include health insurance benefits, membership in the Virginia Retirement System, 13 annual paid holidays, annual leave, sick leave, personal/family leave, group life insurance, flexible spending, deferred compensation, and other related Commonwealth of Virginia employee benefits. The FMA recognizes uninterrupted Commonwealth of Virginia employment for leave accrual.

Responsibilities:

1. Develop, plan, implement, and manage a comprehensive human resource program that provides support, training, guidance, and consultative services on human resource issues to department directors, managers, supervisors, and employees of the FMA.
2. Supervise and/or perform all human resource and employee relations functions for the organization including recruitment, on-boarding, benefit education, and enrollment.
3. Process semi-monthly company payroll and associated employee benefit withholdings for approximately 40 employees using a third-party payroll processor.
4. Process enrollment paperwork, status changes and reporting for Virginia Retirement System (VRS) and Virginia Office of Health Benefits (OHB).
5. Provide guidance on recruitment, performance management, employee relations, terminations, organizational development/management, and best practices while facilitating a positive relationship between personnel and management.
6. Manage annual employee performance appraisal process.
7. Organize and direct regular activities for team building.
8. Provide guidance and assistance to employees, supervisors, and departmental directors in a variety of human resource functions to ensure compliance with federal and state laws and FMA policies.
9. Review, manage, and update employee personnel policies to ensure compliance with industry best practices and changes in federal and state laws.

10. Manage and organize electronic and manual files to comply with federal and state laws on records retention.

Qualifications:

- Bachelor's degree from an accredited college or university with course work in human resource management, public administration, or a related field.
- Minimum of 10 years of work experience in principles and practices of human resource management, classification and compensation, on-boarding, recruitment, retention, outplacement, leave and benefits, and performance appraisal.
- Minimum of 10 years of work experience with Federal and State human resource laws including EEO/ADEA/FLSA/FMLA, policies, procedures, and organizational functions of a state governmental authority.
- Recent experience with VRS, OHB, Virginia Sickness and Disability Program (VSDP), and other benefits generally provided to Commonwealth of Virginia employees preferred.
- SHRM-CP/SCP, PHR/SPHR or other active industry certifications preferred.
- Demonstrated ability to plan and implement multiple human resources functions for a variety of job classifications and to communicate effectively with department directors, managers, supervisors and employees.
- Demonstrated ability to analyze, counsel, and recommend resolution of employee relations problems, classification and compensation issues, training needs, and employment and recruitment requirements, and execute appropriate follow-up actions.
- Strong interpersonal skills together with the ability to communicate effectively both orally and in writing.
- Ability to act with integrity, professionalism, and confidentiality.
- Strong knowledge and experience with Microsoft Office, Adobe Acrobat, and payroll processing software. Recent experience with PayChex payroll processing software preferred.

At the Fort Monroe Authority, we are committed to creating and sustaining an agency culture affirming and respecting diversity. We aim to recruit, develop and retain talented people from a diverse candidate pool. The Fort Monroe Authority is committed to employing inclusive practices in our daily operations and is proud to be an EEO workplace and employer. All qualified applicants will receive consideration for employment without regard to race, color, age, gender, sex, sexual orientation, gender identity, disability, pregnancy, genetic information, protected veteran status, national origin and religion or any other characteristic protected by law.

The employee is expected to adhere to all company policies.

Please forward resumes to jhutcheson@fortmonroe.org