

# Fort Monroe Authority

## Position Description – Human Resources, Payroll, and Benefits Manager

<b>Job title:</b>	Human Resources, Payroll, and Benefits Manager
<b>Department:</b>	Operations
<b>FLSA status:</b>	Exempt, FTE
<b>Work conditions:</b>	Office environment in historic building, not ADA accessible. Light lifting. Regular 40 hour work week, 8:30 AM – 5:00 PM
<b>Salary</b>	\$57,680 - \$64,890 annually
<b>Reports to:</b>	Deputy Executive Director, FMA

The Fort Monroe Authority is looking for Human Resources, Payroll and Benefits Manager to join our team. Come work in the beautiful historic environment of Fort Monroe! This position will include full state employee benefits to include health benefits; membership in the Virginia Retirement System; 12 paid holidays; annual leave; sick leave; group life insurance; and all other related Commonwealth of Virginia employee benefits.

### **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/tax withholdings using third-party payroll processor.
4. Process enrollment paperwork with Virginia Retirement System (VRS) and Virginia Office of Health Benefits (OHB).

5. Offer guidance on recruitment, terminations, performance management, employee relations, organizational development/management and HR best practices while facilitating a positive relationship between personnel and senior management.
6. Direct activities for team building and internal and external human relations.
7. Provide guidance and assistance to employees, supervisors, and departmental directors in a variety of human resource functions to ensure compliance with Federal, State and FMA policy and procedures.
8. Manage and organize electronic and manual files in order that information can be retrieved timely and accurately.

### **Qualifications**

- Considerable working knowledge of human resources principles and practices of human resource management including EEO/ADA/FLSA/FMLA, classification and compensation, on-boarding, recruitment, retention, outplacement, leave and benefits, and performance appraisal.
- Considerable working knowledge of Federal and State human resource laws, policies, procedures, and organizational functions of state government.
- Experience with the VRS, Virginia Sickness and Disability Program (VSDP) and other benefits generally provided to state governmental employees.
- Demonstrated ability to plan and implement multiple human resources functions for a variety of job classifications, to communicate effectively orally and in writing with department heads, employees, and others.
- Demonstrated ability to analyze, counsel, and recommend resolution of employee relations problems, classification and compensation issues, training needs, and employment and recruitment requirements and take appropriate actions.
- Strong interpersonal skills.
- Ability to communicate effectively both orally and in writing.
- Ability to act with integrity, professionalism, and confidentiality.

- Preferred degree from an accredited college or university with course work in human resource management, public administration, or a related field.
- Minimum five (5) years experience in the Human Resources field.
- Computer skills in Microsoft Office, Adobe Acrobat, and payroll processing software. Experience with PayChex preferred.
- Society of Human Resource Management (SHRM) certification a plus.

Note: All full-time employees are required to contribute 5% of annual salary toward their retirement account; in accordance with VRS retirement provisions. This will be handled through a pre-tax payroll deduction.

*The Fort Monroe Authority is an EEOC compliant employer.*

This posting will be posted as open until filled. **Incomplete applications will not be accepted.** To apply please forward a copy of your **resume, cover letter and FMA Job Application** (available on website at [www.fortmonroe.org](http://www.fortmonroe.org)) to:

Joan F. Baker  
Human Resources Manager  
[jbaker@fortmonroe.org](mailto:jbaker@fortmonroe.org)

Or mail to:

Joan F. Baker  
Human Resources Manager  
20 Ingalls Road  
Fort Monroe, VA 23651