

Human Resources Manager

Position Summary

The Human Resources Manager is responsible for planning, directing, and administering all human resources functions for the Portsmouth Redevelopment and Housing Authority (PRHA). The position serves as a strategic partner to the Executive Director by ensuring compliance with federal, state, and local employment laws while developing a high-performing workforce. The Human Resources Manager oversees recruitment, employee relations, benefits administration, compensation, performance management, policy development, HRIS administration, training, succession planning, risk management, and organizational development.

Essential Duties and Responsibilities

- Develop, implement, and maintain HR policies, procedures, and best practices.
- Provide guidance to leadership on employee relations, disciplinary actions, investigations, performance management, and conflict resolution.
- Ensure compliance with employment laws, HUD requirements, OSHA, FMLA, ADA, FLSA, COBRA, HIPAA, EEOC, and other applicable regulations.
- Lead recruitment, onboarding, orientation, retention, and offboarding processes.
- Administer employee benefits programs and coordinate annual open enrollment with vendors and brokers.
- Oversee HRIS administration, electronic personnel records, document management, and HR technology initiatives.
- Develop compensation and classification studies, salary recommendations, and market analyses.
- Coordinate employee training, leadership development, succession planning, and performance evaluation programs.
- Prepare required federal, state, and local reports and maintain confidential personnel records.
- Monitor HR metrics and recommend process improvements to enhance efficiency and customer service.
- Manage workers' compensation, unemployment claims, leave administration, and workplace safety programs.
- Partner with department directors to address workforce planning, staffing, and organizational development needs.
- Manage HR contracts, insurance renewals, and relationships with outside vendors and consultants.
- Perform other duties assigned by the Executive Director.

Knowledge, Skills, and Abilities

- Comprehensive knowledge of modern human resources principles and employment law.
- Strong leadership, organizational, analytical, and problem-solving skills.
- Ability to handle sensitive and confidential matters with discretion.
- Excellent written, verbal, and interpersonal communication skills.
- Strong project management and process improvement skills.
- Proficiency with HRIS systems, Microsoft Office, and electronic records management.
- Ability to build positive working relationships across all levels of the organization.

Minimum Qualifications

- Bachelor's degree in Human Resources, Business Administration, Public Administration, or a related field.
- Five (5) years of progressively responsible human resources management experience, preferably in local government, public housing, or a similarly regulated environment.
- SHRM-CP/SHRM-SCP, PHR, or SPHR certification preferred.
- Valid Virginia driver's license.

Preferred Experience

- Human Resources Information System (HRIS) implementation.
- Compensation and classification studies.
- Organizational development and succession planning.
- Collective problem solving and executive-level advising.

Salary 65,000-75,000 Starting salary will be commensurate with the candidate's education, experience and certifications