



## **Human Resources Manager #02334**

### **City of Virginia Beach – Job Description**

Date of Last Revision: November 4, 2025

**FLSA Status:** Exempt

**Pay Plan:** Administrative

**Grade:** A16

### **City of Virginia Beach Organizational Mission and Values**

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

### **Class Summary**

Lead a team of professional Human Resources (HR) staff members in support of the HR Administrator. Coordinate division services and operating functions, consult City and HR leadership, and perform a broad range of HR services. Function as a supervisor being responsible for selection, training, work assignments, performance appraisals, and recommending actions regarding employment matters.

### **Representative Work Functions and Responsibilities**

- Exercise direct supervision over assigned, professional staff. Extend work assignments, assess work activities and outcomes, and set priorities as conflicts arise. Orient staff to City values, and division's service standards and operating metrics. Instill expectations of

team membership, professionalism, consultative outlook, self-confidence, and personal development. Assess work effort and results, extend needed clarification or take corrective actions as needed – maintaining a focus on individual development.

- Has division administrator's authority in all operating matters if division administrator is unavailable and timely decisions are required. In the absence of the HR Administrator, has full decision-making authority related to directing professional and support staff. Typically exercise authority to incur operating expenses and approve those being requested by division staff.
- Oversee division initiatives involving multiple staff, HR department staff and representatives of client departments. Document purpose, outcomes and success measures. Prepare appropriate timetables and work assignments; establish milestones and reporting tools. Notify leadership sponsor(s) of project status, obstacles and possible delays. Independently take advantage of opportunities that advance the project or broaden its impact and integration with similar systems and programs.
- Perform work similar to those being supervised. Assignments are typically more responsible and likely to set precedent's that impact or have application to multiple departments throughout the City. Client interactions typically involve City senior leadership and will represent HR division and department leaders. Engage client departments as a business partner while ensuring adherence to laws and City policies. Promote successful practices across City departments.
- Remain abreast of current events, governing legislation and "best practices" to remain the division's subject matter expert. Advise department leadership of issues believed to be of high importance and would require a substantive change in City policy or general practice.
- Continually assess initiatives and ongoing or re-occurring projects for improvement, automation and value to client departments and City leadership. Involve appropriate client leadership without loss of ownership for content, delivery and accuracy. Ensure a high level of documentation of content, information sources, process and involvement of others.
- Routinely consults client departments, City leadership and City's legal services. Clarifies addressed issues, provides needed information and situational assessments. Promotes recommended change to policies and desired procedures / programs.
- Assist HR Administrator and support staff during budget and planning activities. Recommend and prioritize annual and long-term initiatives. Prepare cost-benefit analyses and identify mandatory cost reductions with related service-delivery impact.
- Provide assistance to HR Administrator and leadership both as a subject matter expert and division representative. Actively support HR efforts in executing responsibilities

outside the home division. Volunteer on HR development teams. Keep division administrator informed of all activities on timely basis.

- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

## **Performance Standards**

- Effectively provide thorough and timely advice and assistance to City departments on a broad range of HR matters.
- Effectively partner with departments to ensure provided service is aligned with its strategic initiatives.
- Effectively apply HR laws, rules, regulations, and procedures.
- Develop relationships with key department representatives to promote HR's role as a key business partner in order to provide the desired and necessary HR services.
- Articulate issues and present rationale for advice or assistance being offered.
- Demonstrate thorough knowledge of HR policies and practices.
- Effectively communicate with City staff at all levels, both in HR and in other City departments.
- Effectively manage staff to ensure the timely and effective delivery of HR services and staff development.

## **Minimum Qualifications**

- Requires a Bachelor's degree in a related field plus six (6) years of experience utilizing the required knowledge skills, and abilities, or any combination of education (above the high school level) and/or experience equivalent to ten (10) years in fields utilizing the required knowledge, skills, and abilities.
- Must have, or obtain, a current and valid Virginia or North Carolina driver's license in accordance with Virginia or North Carolina DMV driver's license eligibility requirements.

## **Preferred Qualifications**

- IPMA-CP/ CS; SHRMCP/SCP, HRCI PHRSPHR or other related professional certification.

## **Special Requirements**

- All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

## Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*

### DISCLAIMER:

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*