



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

ASSISTANT DIRECTOR OF HUMAN RESOURCES

The City of Staunton, located in the heart of the Shenandoah Valley, is seeking highly qualified applicants for the position of Assistant Director of Human Resources.

The Department of Human Resources provides shared, quality services to the City of Staunton and Staunton City Schools by administering a comprehensive program with a focus on attracting, retaining and motivating a high-quality workforce. The City of Staunton/Staunton City Schools are employers of choice, both providing a positive work environment that values the knowledge, talents, skills and abilities of employees as they work toward accomplishing the City/School's mission. With approximately 455 city and 600 school, full and part-time/seasonal employees, the HR department is responsible for benefits, personnel records, personnel policy and development, classification and compensation, training and development, employee relations, recruitment, employee recognition, and workers compensation. The City and Schools provide a competitive compensation and benefits package, the opportunity to provide rewarding services to the community and schools and a working environment that encourages employees/teachers to maximize their talents and skills.

The Assistant Director of Human Resources will provide leadership through collaboration, teamwork and active involvement in all aspects of the Human Resources Department. In addition to assisting the Chief Human Resources Officer with the overall administration of the City of Staunton/Staunton City Schools' shared human resources program, this position has primary responsibility as the benefits administrator responsible for directing and planning the day-to-day operations of group benefit programs (group health, dental, vision, flexible spending, and retirement plans.)

This individual will have a thorough knowledge of the philosophies, principles and practices of public human resources administration including benefits administration, wage and salary administration, training, employee relations and fringe benefits programs.

The Assistant Director of Human Resources will be responsible for the following:

- Coordinating the administration of various benefit programs including but not limited to medical/dental, VRS (retirement counseling), STD/LTD, COBRA, Flex Spending, Supplemental Retirement Program, Health Club memberships, etc.;
- Partnering with benefit consultants in researching, evaluating, maintaining (compliance) and designing benefit plans and programs;
- Managing open enrollment and developing communication tools to enhance understanding of the city/schools' benefits package; includes small and large group presentations; overseeing health/benefit's fair for city/city schools;
- Assisting with the evaluation and selection of new vendors, including leading and/or participating in RFP processes;
- Assisting in responding to employee inquiries about but not limited to: FMLA, FLSA, STD, COBRA, policies/benefits, worker's compensation; providing finance information to make employee payroll decisions under FMLA and worker's compensation;
- Ensuring compliance with benefit employment law and State and Federal regulations; overseeing policies/procedures specific to OSHA to include completion of annual OSHA log;
- Managing Workers' Compensation benefits including receiving First Report of Injury, all medical paperwork, notifying payroll for time and attendance; contact for worker's compensation carrier;
- Preparing and submitting mandated reports for EEO, VEC and OSHA;
- Ensuring that benefit program practices are in compliance with City Council and School Board policies;

116 W. Beverley Street Staunton, Virginia 24401

City: 540.332.3825 (office) 540.851.4020 (fax) Schools: 540.332.3920 (office) 540.332.3924 (fax)

- Advising individuals or groups of employees on complex, problematic or sensitive benefit issues to include workplace investigations; Counsels employees and retirees about service and/or disability retirement issues.
- With Assistance from the Chief Human Resources Officer, conducting new hire orientation for City and School employees; providing benefits information and enrollment forms to new hires;
- Assisting in proctoring Regional Firefighter testing;
- Assisting in the interpretation and administration of city/school division personnel policies and regulations to employees;
- Performing related duties as assigned by the Chief Human Resources Officer in accordance with the city/school/system policies and practices and;
- Serving as acting Chief Human Resources Officer in the absence of the Chief Human Resources Officer.

Candidate must be a graduate of an accredited college or university to include a degree in business/business administration, public administration, education, human resources or related area, or equivalent related experience. Human Resources certification preferred. Experience in municipal and/or K-12 public school environments and leadership experience in benefit's administration and/or Human Resource environments are also preferred.

Candidate must possess personal skills reflecting flexibility, cooperation, and concern for the human element of education/city government. Demonstrated knowledge in general city government/school management and an extensive understanding of current Benefit's Administration/Human Resource laws and regulations. Candidate must possess excellent written and oral communication skills and moral character.

Excellent benefits include participation in the Virginia Retirement System, paid-time off, group life insurance, medical insurance, professional dues, and conference expenses. Criminal background check is required.

FLSA: Exempt
 Grade: 22
 Hiring Range: \$100,000-\$125,000 DOE/DOQ
 Start Date: On or around mid-March 2025 or negotiable
 Reports To: Chief Human Resources Officer

The recruitment will remain open until filled. Interested applicants should submit an online application (link below) including a cover letter and resume no later than **January 10, 2025**.

Apply to: [City of Staunton and Staunton City Schools Employment](#)

For a complete job description, please contact:

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