



## Hampton Roads Community Action Program

2410 Wickham Avenue  
P.O. Box 37  
Newport News, VA 23607

# Human Resources Manager

### **Reports directly to Chief Financial Officer**

The Hampton Roads Community Action Program (HRCAP) is a dynamic and diverse human service agency committed to improving lives, providing optimum services, and mobilizing resources that strengthens our communities. Join HRCAP as the Human Resources Manager and help us make a great impact in the communities we serve! This rewarding opportunity will be part of our senior executive team in support of providing service to communities in Hampton, Newport News, Portsmouth, Norfolk, Chesapeake, Virginia and its surrounding communities.

### **WHY WORK FOR THE HAMPTON ROADS COMMUNITY ACTION PROGRAM**

HRCAP is a regional organization with a steadfast commitment to improve the quality of life through programs in education, training, work experience, emergency services, housing counseling and many other success proven programs. We have been at the forefront of attacking the root causes of poverty towards the goal of elimination. As a result, many families have broken the chains of poverty and are now equipped for success.

### **POSITION SUMMARY:**

The Human Resources Manager is responsible for developing and executing human resource strategy in support of the overall business plan and strategic direction of the agency, specifically in the areas of succession planning, talent management, change management, organizational and performance management, training and development, and compensation. The HR Manager provides strategic leadership by articulating HR needs and plans to the executive management team, shareholders, and the board of directors.

### **SUPERVISORY RESPONSIBILITIES:**

This position is directly responsible for providing HR expertise on HR related matters to the director of each component and all employees within the agency.

### **ESSENTIAL FUNCTIONS:**

- Creates a vibrant cause-centered culture for all stake holders including staff and volunteers.



## Hampton Roads Community Action Program

2410 Wickham Avenue  
P.O. Box 37  
Newport News, VA 23607

- Participates in strategic planning for the organization. Provides leadership and consulting support to executives and management on matters of reinforcing culture, setting goals, developing policy, and implementing strategic objectives. Aligns organizational structure, roles, and responsibilities to achieve goals.
- Provides overall leadership and guidance to the HR function by overseeing talent acquisition, career development, succession planning, retention, training, leadership development, compensation, and benefits.
- Assesses and evaluates training and staff development needs and develops programs to meet those needs.
- Develops and maintains performance management and appraisal programs.
- Provides assistance to employees and supervisors with questions and workplace problems; Successful navigation and solution orientation of the employee grievance process, including all disciplinary actions and behavioral management.
- Oversees compensation and benefit programs, including job description and classification, salary structure and salary adjustments. Oversees benefit plan communication, enrollment, and administration. Assesses the competitiveness of human resources programs and practices against the relevant markets and makes recommendations for improvements and changes.
- Remains current with employment laws and regulations. Maintains an effective program of compliance with laws and regulations related to human resources and manages relationships with compliance agencies and HRCAP legal counsel.
- Oversees HR systems and employee records to ensure accuracy and improve the overall operation and effectiveness of the organization. Ensures timely and accurate submission of data requested by the EEOC, Department of Labor, Virginia Unemployment Commission, Virginia Department of Social Services etc.
- Provides direction to assigned staff in the performance of their duties, establishing work priorities in achieving strategic and operating plan goals; prepares and manages associated budgets.

### **MINIMUM REQUIREMENTS:**

- A BS/BA degree from an accredited college/university; MBA or MA/MS in human resources or related field preferred



## Hampton Roads Community Action Program

2410 Wickham Avenue  
P.O. Box 37  
Newport News, VA 23607

- A minimum of 5 years of HR experience, with at least three years of progressive HR experience and prior Supervisory experience is a plus.
- Human resources certification required.

### **SKILLS AND QUALIFICATIONS:**

- Knowledge and professional experience in planning and policy, talent management, selection, compensation, benefits, training and staff development, employee relations, and performance management.
- Current knowledge and understanding of regulations, industry trends, current practices, new developments, and applicable laws regarding human resources.
- Leadership ability with proven experience in strategy development and problem solving.
- A high level of interpersonal skills to effectively communicate and present information to management, employees, volunteers, and stakeholders.
- Excellent analytical, problem resolution, organizational management skills.
- Strong supervisory and leadership skills.
- Knowledge of and experience with varied human resource information systems.
- Proficient with Microsoft Office Suite or related software.

### **PHYSICAL REQUIREMENTS:**

- Prolonged periods of sitting at a desk and working on a computer.
- Hybrid work schedule available
- Must be able to lift up to 15 pounds at times.

### **BACKGROUND CHECKS:**

An offer of employment is contingent upon receipt of satisfactory results to meet the minimum requirements of the position. They may include criminal background and reference checks, E-Verify, driver's license record, and/or a Child Protective Services Check (CPS).



## Hampton Roads Community Action Program

2410 Wickham Avenue  
P.O. Box 37  
Newport News, VA 23607

### **APPLICATION:**

Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA., 23607. Office hours are 8:00 A.M. to 5:00 P.M. Monday through Friday. You can also visit:

<https://hrcapinc.org/about/employment/> to complete or print an application. If printed, the application can be mailed to P.O. Box 37, Newport News, VA, 23607 or you can email your resume or application to: [hrcapresume@hrcapinc.org](mailto:hrcapresume@hrcapinc.org)

**CLOSING DATE:** Applications accepted until position is filled.



## **Hampton Roads Community Action Program**

2410 Wickham Avenue  
P.O. Box 37  
Newport News, VA 23607

Hampton Roads Community Action Program is an Equal Opportunity Employer