



Position Posting:

Chief Human Resources Officer

Full-Time

Primary Responsibilities:

- Supports management by providing human resource advice, counsel, and decisions; analyzing information and applications in line with organizational objectives and initiatives.
- Leads, provides guidance, direction, training and technical advice to the HR team on daily work activities, including the areas of benefits and regulatory compliance.
- Develops and implements HR plans and solutions to achieve strategic business initiatives and deliver business results. Develops goals, objectives, policies and priorities and ensures standardized business HR policies, procedures and programs. Demonstrates skills appropriate for an organization that operates in a multi-site, decentralized manner.
- Plans, organizes and directs the activities and staff of the Human Resources Department, including recruitment and selection, classification and compensation, employee benefits, environmental, health and safety, organizational development and training, payroll, labor relations, affirmative action, and risk management.
- Plans, organizes, directs and coordinates the Human Resources Department's work plan; assigns projects and programmatic responsibilities; reviews and evaluates work methods and procedures; meets with staff proactively to identify and resolve problems.
- Remains knowledgeable and current regarding federal, state and case law changes and monitors labor law updates for changes that affect human resources and the organization; ensures that the organization's policies, procedures and practices comply with all existing, as well as new, federal, state and local regulations.
- Understands the licensing, credentialing and privileging requirements mandated by the Virginia Department of Behavioral Health and Developmental Services, Virginia Department of Health, Federal ICF/IID requirements, CARF accreditation, ISO requirements, and other best practice accreditation bodies as appropriate within the scope of services within VersAbility Resources.
- Facilitates and provides advice related to contract negotiations of collective bargaining agreements and Source-America contracts, which requires a thorough understanding of the Department of Labor requirements. Represents management in negotiating collective bargaining agreements, mediation, and arbitration proceedings. Drafts proposed contract language; assembles negotiated contracts.
- Assists in resolving labor disputes and grievances.
- Conducts wage surveys within labor markets to determine competitive wage rates. Analyzes wage and salary reports and data to determine competitive compensation plan.
- Maintains records of personnel transactions such as hires, promotions, transfers, performance reviews and terminations.
- Keeps complete confidentiality in dealing with employee records and business information.
- Explains Human Resources Department programs, policies, and activities; negotiates and resolves sensitive



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and controversial issues.

- Prepares written Affirmative Action Plan; keeps records of hired employee characteristics for governmental reporting purposes.
- Oversees and directs the development and administration of the Human Resources Department annual budget.
- Oversees employee benefit program responsibilities by directing the administration of the group health insurance and life insurance plans, flexible spending and dependent care programs, retirement plans, COBRA, HIPAA, and FMLA. Analyzes existing benefit policies of organization and prevailing practices among similar organizations to establish and maintain competitive benefits programs. Plans modification of existing benefits programs. Recommends benefit plan changes to management. Notifies employees of changes in benefits program.
- Reviews bid proposals and contracts for risk management provisions, loss control and loss prevention programs. Serves as HIPAA privacy officer, EEOC Officer and ADA coordinator.
- Performs other related duties as required and assigned.
- Occasional Travel required.

Qualifications/Skills Knowledge & Abilities:

- Skill in interpersonal relationships.
- Skill in advanced problem-solving.
- Highly-developed oral and written communications skills.
- Ability to be a self-starter, able to take initiative.
- Ability to handle multiple tasks simultaneously and ensure that workflow and administrative requirements are accomplished in an organized, efficient and timely manner.
- Ability to work independently or in a team and to handle multiple deadline-driven tasks in a dynamic environment is essential.
- Expert knowledge of the principles and practices of personnel administration and management including DOL, COBRA, ERISA, FMLA, safety and OSHA, and federal, state and local employment and wage laws and regulations and associated reporting requirements including EEO.
- Multi-state HR compliance knowledge a plus.
- Experience and knowledge of federal contracts negotiations, union contract negotiations and regulatory compliance pertaining to wage determination and benefits compliance required.
- Proven results within all HR disciplines, including but not limited to recruitment, employee relations, workforce planning, diversity, compensation, engagement, training, and organizational planning and development.



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Education:

Minimum of a Bachelor's degree from an accredited college or university in human resources, business administration, or related field required, Master's degree preferred and highly desirable. Certification as a Senior Professional in Human Resources (SPHR) is highly desirable or similar credential as a Human Resources professional.

Experience:

Minimum 10 years of senior-level leadership experience in Human Resources with substantial experience leading a team of HR professionals across all HR disciplines. Experience with an organization which provides disabilities services a plus.

Key Characteristics and Competencies of the Successful Candidate:

- **Strategic:** Design a sustainable and responsive Human Resources Department that meets complex and agile compliance and quality standards.
- **Quality-Focused:** Execution of high-quality, best-practice human resources activities in a fast-paced and complex work environment.
- **Oral Communication:** Ability to use tact and diplomacy to maintain harmonious relationships with customers and co-workers, in person and over the phone.
- **Written Communication:** Expressing ideas and opinions clearly in properly structured, well-organized, appropriately-formatted and grammatically correct reports or documents; utilizing language and terminology that is understandable for the reader.
- **Software Skills:** Comfortable and fluent with all Microsoft Office applications. Ability to learn new software skills quickly when required.
- **Planning and Organizing:** Setting priorities and defining actions, time, and resources needed to achieve predefined goals.
- **Customer-Focused:** Knowing the (internal and external) customer business needs and acting accordingly; anticipating customer needs and giving high priority to customer satisfaction and customer service.
- **Teamwork:** Working as a productive member of a cohesive group toward a common goal and contributing to team development and effective team dynamics.
- **Attention to Detail:** Taking responsibility for a thorough and detailed method of working.
- **Accountability:** Accepting responsibility that results in anticipation/prevention of problem areas from actions, and problem-solving inside and outside the department/organization.
- **Collaboration:** Developing cooperation and teamwork while participating in a group, working toward solutions which generally benefit all involved parties. Favors multilateral action over unilateral action.
- **Initiative:** Does more than is required or expected in the job. Goes beyond expectations in the assignment, task, or job description without being asked.
- **Innovative:** Applies original thinking in job responsibilities and to improve processes, methods, systems, or



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services.

- **Systems Thinking:** Considers systematic work flow and impact when designing human resources strategies, policies and practices that align with mission-directed outcomes.
- **Professional:** Thinks carefully and cares about the likely effects on others of one's words, actions, appearance, and mode of behavior.
- **Reliability:** Demonstrates a high level of consistency and dependability in all aspects of the job.

Environmental:

- Typically, the incumbent may sit comfortably to do the work.
- However, there may be some walking, standing, bending, carrying of light items such as papers, books, etc.
- These tasks are required less than 20% of the time. No special physical demands are required to perform the work.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

VersAbility Resources, formerly known as The Arc of the Virginia Peninsula, has been serving individuals with disabilities and their families for over 60 years. We support 1,600 people with disabilities each year in early childhood, community living, day support, and four different employment programs. We serve the entire Hampton Roads region and the 10 counties on the Middle Peninsula/Northern Neck.

With a budget of nearly \$44 million and over 1,000 employees, we are a major service provider, business, and employer. We subcontract with disability-serving agencies across the country to fulfill four nationwide contracts and have created 300 jobs for people with disabilities across the globe. We are a capable business partner, engaged in federal contracting, manufacturing, packaging, digitization, recycling, and more.

Our Vision

We envision a world where people with disabilities enjoy dignified, productive lives of their choosing as fully accepted members of society.

For more information and to apply, visit: <https://recruiting.ultipro.com/ARC1009ARCV/JobBoard/216d4d69-3d04-486f-b34c-7681bed6cdde/OpportunityDetail?opportunityId=573c89a2-691c-4c15-a26d-d4a130bf6e1b>

***VersAbility Resources is an Equal Employment Opportunity/Affirmative Action employer:
EOE/M/F/Disability/Vet/Drug Free Workplace***

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