

We're looking for amazing people! Come join Virginia Housing as an Employee Relations Manager.

This important role will lead efforts in employee relations, performance management, and ADA compliance. The Employee Relations Manager will handle harassment complaints, conduct investigations, and work to facilitate resolutions. This position will develop performance improvement plans, draft and interpret policies, and build relationship across the organization.

Responsibilities will include:

- Drafting policies and procedures.
- Ensuring compliance with local, state and federal employment regulations.
- Investigating and preparing responses for third party hearings in partnership with Legal counsel – EEOC, Workers Compensation, etc.
- Coaching managers for positive outcomes, while also developing and maintaining processes and procedures for dispute resolution.
- Handle and coordinate administrative investigations related to performance and conduct, followed up by complete reporting of resolutions and outcomes.
- Serving as a Superuser for Performance Management system.
- Making recommendations for corrective action and disciplinary matters.
- Developing and delivering training to managers on targeted areas of Human Resources.
- Gathering information and data related to performance management and identifying trends in employee relations.

Qualified candidates must possess:

- Bachelor's Degree in Human Resources, Business Administration, or equivalent, relevant work experience.
- Several years of experience in Human Resources specifically in employee/ labor relations, performance management, or alternative dispute resolution.
- Knowledge of federal/state employment laws and regulations, HR policies and procedures/best practices, compensation and benefits administration, and employee relations.
- Proficiency in MS Office Suite.
- Strong writing and communications skills required.

Virginia Housing is one of the nation's premier housing finance organizations. Our mission is to help Virginians attain quality, affordable housing, which we accomplish through our public-private partnerships.

We are focused on employee engagement and committed to a healthy and diverse workforce. We offer on-site conveniences such as a cafeteria, fitness center, and free parking. Educational and professional development opportunities are available.

Applications and resumes are accepted online only at: <http://www.VirginiaHousing.com/careers>.

This posting will expire at midnight 2/17/2023.

Hiring Range: \$86,297 - \$112,186

Background and education checks will be performed as a condition of employment.

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