

# DEPUTY DIRECTOR, HUMAN RESOURCES



**FAIRFAX COUNTY  
GOVERNMENT**





# ABOUT FAIRFAX COUNTY

Fairfax County is one of the premier centers of commerce and technology in the United States. Governed by a 10-member Board of Supervisors, it is among the highest income counties in the country. Located just west of the nation's capital, Fairfax County is the most populous jurisdiction in the Commonwealth of Virginia and continues to be a cornerstone within the regional Washington, D.C. economy. Fairfax County has been nationally recognized as a leader in government performance measurement, garnering the International City and County Management Association's Center for Performance Measurement Certificate of Excellence every year since 2009. The county continues to maintain an exception Triple A bond rating. Only eight states, 37 counties (including Fairfax), and 37 cities hold this distinction.

With a large diverse and dynamic economy, Fairfax County is home to eleven Fortune 500 company headquarters as of 2020 and more than 400 international owned firms, and the largest concentration of technology jobs of any major U.S. market. Minority, women, and veteran-owned businesses make significant contributions to the economy and add diversity to the business community.

Fairfax County has an excellent school system and is a national leader in K-12 public education. As the 10<sup>th</sup> largest school division in the U.S. serving a diverse student population of more than 188,000 students, the public school system is one of the highest-rated school systems in America. The County is also a leader in higher education and houses the campuses of five major colleges and universities, including the main campus of George Mason University and Northern Virginia Community College.

Within Fairfax County, there are a total of 182 different languages or dialects spoken and 39.2% of residents speak a language other than English at home. Fairfax County's estimated population is 1,167,000 and grew 1.2% by the beginning of last year, adding about 14,100 residents. This makes Fairfax County more populations than eight states and the District of Columbia: Alaska, Delaware, Montana, North Dakota, Rhode Island, South Dakota, Vermont, Wyoming and DC.

Fairfax County employs over 12,000 FTEs in 63 departments throughout the organization. Fairfax County's FY2021 adopted operating budget is \$4.47 billion, including \$2.14 billion for Fairfax County Public Schools. The County's FY2021-FY2025 Capital Improvement Program (CIP) totals \$11.15 billion.

## COVID-19

As the world struggles to contain the rapidly spreading COVID-19 pandemic, hundreds of thousands of people are fighting for their lives and the global economy is putting the livelihoods of many families, including families in Fairfax County at risk. At Fairfax County, our top priorities amidst the COVID-19 crises are the health and well-being of our residents, staff and families and supporting the most vulnerable in our community. Agencies across the county have worked tirelessly and collaboratively to not only provide essential services for the health and well-being of residents but also to monitor changes in economic, social and other health indicators resulting from strategies to slow the spread of COVID-19. For detailed information about the county's response and recovery efforts, please visit [COVID-19 Resources](#).



## Department of Human Resources

### *Mission and Guiding Principles*

#### **Mission**

To demonstrate excellence and leadership by providing proactive, innovative, and efficient human resources solutions that ensure a high performance workforce.

When you come to **Fairfax County Government**, you have arrived at a very special workplace. We employ over 12,000 workers across the county...people who are dedicated to discovering, developing and delivering innovative ways to make a difference in the lives of the people we serve. But our mission also entails something more. As a county government, we seek to maintain high ethical standards and a culture that values honesty, integrity and transparency in all that we do. Our decisions are driven by what is right for the residents. And we are committed to our employees, to the environment in which we live and to the community we serve.



## ABOUT FAIRFAX COUNTY HUMAN RESOURCES

### VIRGINIA VALUES VETERANS (V3) CERTIFICATION



Fairfax County is a proud [Virginia Values Veterans \(V3\)](#)-certified organization. This is a training and certification program for employers to help them implement

nationally recognized best practices in recruiting, hiring, and retaining highly-skilled and dependable veterans. Becoming a part of the V3 program is a strong indicator to current or soon-to-be veterans that we value their skills and experience, and we care about their specific contributions to our workforce. More information on the V3 program and the significance of our certification may be found [here](#).

Our mission is to demonstrate excellence and leadership by providing proactive, innovative, and efficient human resources solutions that ensure a high-performance workforce. We accomplish this by developing and implementing innovative and efficient HR solutions in the areas of Employment, Compensation and Workforce Analysis, Organizational Development & Training, Payroll, Employee Relations and Benefits.

What's both crucial and refreshing about our culture is this—here, you'll find diversified experiences, strong ethics and integrity, and a resounding passion for improving human health. As part of our team, you'll collaborate with talented and dedicated colleagues while developing and expanding your own career.

Our employees have an extraordinary sense of purpose: bringing exceptional services to both the residents of the county and the rest of the county workforce Fairfax County Government is a great place to work, with a variety of jobs in different fields, great benefits, and an enjoyable working environment! We serve nearly one million residents in one of the largest counties in the country.

Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or status as a veteran in the recruitment, selection, and hiring of its workforce.

## THE POSITION

Fairfax County Government's Department of Human Resources seeks an innovative and forward-thinking Human Resources Deputy Director to lead a diverse team of professionals and administrative staff. The ideal candidate will have extensive experience and knowledge of federal, state and local legislative and regulatory mandates applicable to human resources management. Additionally is knowledgeable and experienced in the areas related to Total Rewards - benefits, compensation and workforce planning analysis, payroll - and has experience working with Labor Relations (employee union) groups and the collective bargaining process, including but not limited to, arbitration, and contract administration and interpretation. Therefore, you will possess considerable knowledge of labor law and collective bargaining trends.

In this role, you will be responsible in the planning, direction, and recommendation of corrective actions and their implementation, to include policy changes to meet objectives. You will exercise considerable judgment and recommend changes in areas of





expertise. You will have high visibility and serve as a consultant to all stakeholders. You will also foster an employee-oriented, high performance culture and act as a change agent and help to lead the transformation of the county.

This role will be a great fit for you if you have a passion for public service, a high level of initiative and a strong work ethic and passion for fostering an engaged and equitable culture. You are a positive and thoughtful self-starter that can take initiative and adapt to evolving circumstances. You have a strategic mindset with readiness for tactical application, including making decisions now that will lead toward future objectives. You do not feel that any job is too small for you and you have a great attention to detail. You thrive under pressure and are a master manager of priorities and projects.

#### **Duties Include:**

- Assists with short- and long-term planning for the varied functions of human resources;
- Assists the director with key departmental projects and activities to include agency budget, staff and succession planning objectives, performance management and strategic planning;
- Plans, develops and implements a variety of key human resources projects/objectives or studies;
- Supervises key reports, recommendations and implementation plans with the advisement of the director;
- Represents the director and department to the county executive and deputies, department of management and budget, senior management team, board of supervisors, employee and community groups in order to gain consensus of issues on complex or sensitive human resources issues;
- Fosters positive employee relations and employee morale on a countywide basis.

#### **Required Knowledge, Skills and Abilities:**

- Knowledge of general HR principles and practices including: workforce planning and classification, compensation, benefits, and payroll.
- Knowledge of the principles and practices of organization and management;
- Knowledge of the organization, functions and problems of local government;
- Knowledge of the principles of Human Resources administration;
- Knowledge of labor relations (employee union groups);
- Knowledge of the collective bargaining agreement (CBA) process;
- Ability to plan, organize and direct the work of technical and support staff;
- Ability to win the confidence and cooperation of other officials, employees and the public;
- Ability to speak and write effectively.

## **THE CANDIDATE**

### **MINIMUM QUALIFICATIONS AND EXPERIENCE REQUIRED**

#### **MINIMUM QUALIFICATIONS:**

[Any combination of education, experience, and training equivalent to the following:](#) (Click on the aforementioned link to learn how Fairfax County interprets equivalencies for "Any combination, experience, and training equivalent to")

Bachelor's degree from an accredited college or university in public administration, human resources management, business, or a related academic field. A minimum of seven years of progressively responsible professional experience in human resources is required, four of the required years must have been in a supervisory or management capacity, with a human resource focus.





**NECESSARY SPECIAL REQUIREMENTS:**

- All newly hired employees are required to be fully vaccinated against COVID-19 (two weeks after the last required dose) as a condition of employment or obtain approval of a medical or religious exemption **prior to their start date**. Proof of an exemption or vaccination status will be required during the pre-employment onboarding process. New employees who obtain an exemption from the vaccine mandate for medical or sincerely held religious beliefs will still be subject to the weekly testing requirement. Vaccinated employees and employees with a medical or religious exemption will complete the attestation online on their first day of employment or shortly thereafter.
- The appointee to the position will be required to complete a criminal background check to the satisfaction of the employer.
- Candidate must attach a writing sample of no more than two pages to the application.

**PREFERRED QUALIFICATIONS:**

The ideal candidate will have knowledge, experience and demonstrable success in the following:

- Education equivalent to completion of a master's degree program with major course work in human resources management, public administration, or business administration;
- Possess or have possessed in the past professional certification(s) including but not limited to, IPMA-CP, SPHR, PHR, SHRM-CP, SHRM-SCP, or Certified Employee Benefit Specialist Designation certification or equivalent;
- Ability to be proactive in matters relating to all aspects of human resources, with demonstrated human resources management experience in benefits, compensation and workforce planning analysis, and payroll;
- Experience in developing strategic direction and providing management oversight to the employee/retiree benefit programs (i.e., multiple health insurance plans, dental insurance, life insurance, long term care, long term disability, flexible spending accounts, and deferred compensation);
- Experience in overseeing work-  
force planning initiatives, compensation salary planning and administration; and experience in managing the planning, development and implementation of new and revised compensation programs, policies and procedures to be responsive to the organization goals and competitive practices;
- Experience in leading the payroll business area, overseeing payroll processing, records and information management and payroll accounting activities; ensuring that payroll activities comply with federal, state and local laws and regulations as well as appropriate policies, procedures, accounting standards and internal controls;
- Demonstrated experience of labor relations (employee union groups) and collective bargaining agreement (CBA) process;
- Ability to handle complex problems encountered using knowledge acquired through training and experience, and the ability to carry out complex assignments independently and make decisions based on established law, policies, and procedures;
- Ability to establish and maintain effective working relationships with elected officials, department officials, outside agencies, employees, and the general public;
- Thorough knowledge of the funding process in a municipal environment as related to budgeting, cost accounting, financial planning and management;
- Comprehensive knowledge of the public administration principles and practices commonly employed in the planning, direction and control of a large organization providing diverse human resources programs.;
- Thorough knowledge of goals, objectives, methods and techniques applicable to the management of human resources programs; and
- Excellent personnel management and interpersonal skills with the ability to build and lead effective teams.

**COMPENSATION AND BENEFITS:**

Salary is negotiable within an established range of \$94,050.94 – \$156,750.67 depending on the qualifications and relevant experience of the selected candidate. Fairfax County Government’s total compensation package includes:

Medical and Vision	Life Insurance	Retiree Benefits
Robust Leave Programs	Employee Commuter Benefit Program	Professional Development & Discount Education Programs
Dental	Deferred Compensation	Employee’ Child Care Center & Fitness Center
Paid Holidays	Defined Pension Plan	
Flexible Spending Account	Long-Term Care	
Employee Assistance Program	Flexible Work Schedule	



## TO APPLY

Fairfax County uses an online job application system powered by NeoGov. To submit your application, go to <https://agency.governmentjobs.com/fairfaxcounty> and refer to **Job #21-00189** when applying.

**Deadline for applications is December 10, 2021 by 11:59 p.m. EST.**

Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or military status in the recruitment, selection, and hiring of its workforce.

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. EEO/AA/TTY.

## Fairfax County Department of Human Resources

12000 Government Center Parkway, Suite 270  
Fairfax, Virginia 22035

703-324-JOBS 703-222-5872  
703-222-7314 TTY

<https://www.fairfaxcounty.gov/hr/>



*A Fairfax County, Va., publication  
Published January 2021*

*To receive this information in an alternate format, please call  
703-324-4900; TTY 711*