THE DEPARTMENT OF HUMAN RESOURCES
Together Providing the Best in DHR!

THE MISSION

Our mission is to support all county agencies by establishing strategic partnerships with them in order to meet the diverse needs of Fairfax County. We accomplish this by developing and implementing innovative and efficient HR solutions.

THE VISION

We at the Department of Human Resources facilitate the attainment of Fairfax County’s strategic initiatives and delivery of core services by hiring and developing a diverse workforce that cultivates and sustains an environment of accountability, innovation, and success. In alignment with the Countywide Strategic Plan, and the One Fairfax policy, DHR creates, manages, and supports a comprehensive talent management and total rewards program to attract, retain, and develop qualified employees to support the vision, goals, and objectives of Fairfax County Government. DHR’s many programs, benefits, and initiatives enable opportunities for all current and future employees to succeed.
Fairfax County, located just west of the nation's capital, is a great place to live, work, play and do business. With over 400 square miles of land area, the county has the largest population in number of employed residents in the Washington, DC metropolitan area and is one of the strongest business communities in the world.

Formed before the Revolutionary War, Fairfax County was home to many of America’s earliest statesmen including George Washington of Mount Vernon and George Mason of Gunston Hall. It is one of the premier centers of commerce and technology in the United States. Located just west of the nation’s capital, Fairfax County is the most populous jurisdiction in the Commonwealth of Virginia. It has a large diverse and dynamic economy, and is home for eight Fortune 500 companies, 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.

The County offers residents an excellent environment in which to raise and educate their children. The Fairfax County Public School System and area private schools offer parent numerous education options. Fairfax County is also a leader in higher education where five major colleges and universities, including the main campus of George Mason University are located. Northern Virginia Community College – the largest community college in the Commonwealth of Virginia – has two campuses in Fairfax County. The community has a wealth of cultural and recreational resources that provide abundant opportunities for children to learn and grow.

Governed by a 10- member Board of Supervisors, the County operates under the urban County Executive for of government where the Board of Supervisors appoints a county executive who is responsible for the administration of all of affairs of the county which the Board has the authority to control. The current County Executive Bryan J. Hill has been with the County for over 5 years. Fairfax County government consistently achieves high praise for fiscal stability, quality service and technological sophistication. With over $5.2 billion projected for FY 2024 in general fund revenues, Fairfax County maintains an exceptional Triple-A bond rating from three leading rating agencies – Moody’s Investor Services, Standard and Poor’s, and Fitch Investor Service.
The Department of Human Resources

The Department of Human Resources mission is to facilitate the attainment of Fairfax County's strategic initiatives and delivery of core services by hiring and developing a diverse workforce that cultivates and sustains an environment of accountability, innovation, and success. DHR operates in conjunction with its strategic partners, customers, and stakeholders to support comprehensive talent management and optimal employment relationships. This value-add is achieved by developing, managing, and supporting initiatives to attract, retain, and develop qualified employees to support the vision, goals, and objectives of the Fairfax County Government.

The Department has a budget of approximately $10 million ($11 million in FY24) and includes a large staff of 95 full-time equivalent employees. It is divided into four areas, Talent Management, Total Rewards, Human Resources Information Systems (HRIS), and Strategy/Operations. DHR operates in a team-based structure with service areas of expertise to ensure focus and commitment through the Talent Management, Total Rewards, HRIS, and Strategy/Operations.

- Talent Management team consists of Organizational Development/Training, Employee Relations, and Employment/Recruitment.
- Total Rewards teams consists of Payroll, Benefits and Compensation/Workforce Analysis Division.
- HRIS division consists of staff devoted to managing HR’s internal and county-wide human resources systems and services as well as providing critical data and analytics.
- Strategy and Operations Divisions consists of internal human resources, finance/budgeting, legislative, emergency operations, facility, HR Central, and strategic initiatives.
The Position

Under general direction of the Deputy County Executive, the incumbent of this class serves at the pleasure of the County Board of Supervisors in accordance with the Virginia Code Ann. §§15.2-807, 15.2-808, and 15.2-809, and the incumbent's appointment is subject to confirmation by the County Board of Supervisors.

Subject to policy determination and general direction from the County Executive and Board of Supervisors, is directly responsible for the overall leadership, planning, organization, and direction of the human resources functions, including but not limited to recruitment and selection, classification and compensation, employee training and development, employee health and welfare programs, payroll and employee records, HRIS operations, employee and labor relations, and regulatory compliance. The Director reports to the Deputy County Executive for Administration. This position is responsible for managing an $11M annual budget, and a staff of 93 including five direct reports. Department of Human Resources - FY 2024 Adopted Budget Plan (fairfaxcounty.gov)

As a member of the county's Senior Management Team and reporting to the Deputy County Executive, the Director, Department of Human Resources, advises and guides the County Executive, Deputy County Executives, and department heads on strategic human resource operations, policies, technology, and programs; establishes and maintains effective working relationships with county officials, unions, employee groups, and community organizations; develops, implements, and monitors work plans, operations, policies, standard operating procedures, and long-range strategic plans; sets goals for the department; and secures and oversees resources for the efficient and effective operation of the department, including fiscal oversight and budget management for all funds managed by the Department of Human Resources. Responsibilities include:

- Administers the County's Merit System Ordinance and Personnel Regulations; Confers with the County Executive and Deputy County Executives, department heads, and other individuals and organizations to determine program needs and to evaluate and interpret human resources policies and procedures;
- Confers and participates with the Civil Service Commission and Employee Advisory Council (EAC) to ensure human resources policies/programs attract, maintain, and motivate qualified employees in an environment that fosters performance and diversity;
- Reviews and makes recommendations to management for improvement of policies, procedures, and practices on human resources matters;
- Ensures compliance with federal and state legislation pertaining to all human resources matters;
- Develops and implements a vision describing how the department will function in the future and manages the change process to effectively and efficiently implement the vision;
- Ensures that the customer is the primary focus of all human resources activities;
- Leads the human resources consulting process, providing guidance and direction where needed;
- Promotes teamwork and cross-functional communication;
- Maintains knowledge of industry trends and employment legislation;
- Communicates changes in agency human resources policies and procedures and ensures proper compliance; and
- Consults with legal counsel as appropriate and/or as directed by the County Executive.
The Challenges & Opportunities

- Providing innovative solutions to enable Fairfax County to carry out by recruiting and retaining employees in a tight labor market.

- Ensuring we are securing a talented diverse workforce that mirrors our community.

- Experience working with unions and managing labor relations to meet the requirements of our collective bargaining ordinance and ensure we are in compliance with negotiated agreements. [Collective Bargaining Ordinance](fairfaxcounty.gov)

- Harness and continue to drive a data-informed culture to develop best practice and HR policy decisions. With the first ever county-wide strategic plan in place, the Director must ensure that our work, plans, and metrics tie back to the strategies outlined to drive Fairfax Forward.

- Promote and implement a workplace culture change effort to actively promote equity, inclusion, and belonging as outlined in our Board approved One Fairfax resolution. [One Fairfax | Topics](fairfaxcounty.gov)

- Continually assess and evaluate the benefit offerings, telework arrangements, training opportunities, and career growth. Ensuring that we have strong partnerships with local universities and community colleges, as well as our local school system to enable greater internship and training opportunities to build a strong talent pipeline.

Special Requirements

The appointee to this position will be required to complete a criminal background check and a credit check to the satisfaction of the employer as a condition of hiring and periodically thereafter.

Residency

The Director is not required to live in the County. However, they are expected to be in the office with options for teleworking.

Selection Procedure

Panel interview. Information concerning the candidates will only be released with their permission. Further, although the Director is a relatively high-level position, we do not anticipate any media scrutiny.

Compensation and Benefits

Salary is negotiable within the established range of $155,897.46 - $265,025.49 depending on the qualifications and relevant experience of the selected candidate. Fairfax County Government’s total compensation package includes:

- Health, Dental, Vision, Flexible Spending Accounts, Long-Term Care
- Group Term Life Insurance
- Deferred Compensation
- Paid Leave (Sick and Vacation)
- Discount Education Programs
- Employee Assistance Program
- Transportation Subsidy
- Employees’ Child Care Center
- 1214 Days of Annual Holiday
- Fitness Center
- Flexible Work Schedule
The Candidate

The ideal candidate is a proactive, progressive and visionary leader with a successful track record of increasingly responsible experience in human resources management, to include the ability to build strong relationships and interact with employee groups in the public sector. The successful candidate is committed to the county’s residents and models entrepreneurship and strategic thinking; cultivates the development and professional growth of staff, and creates a culture of engagement and innovation. The ideal candidate will be able to lead, manage, promote, consult, and drive innovation in our human resources department by developing forward-thinking and creative approaches to managing and developing human capital and finding new and effective ways to attract, develop, and retain top talent, while also driving positive change throughout the organization. They will have experience in collaborating with staff on employee issues and a desire to pursue modern management concepts, human resources best practices, and innovative strategies/techniques.

The ideal candidate will be a strategic problem solver who will help identify solutions and manage processes to facilitate effective human resource administration, procedures, policies, and programs. A leader who promotes a welcoming environment for current and potential employees, who maintains confidentiality, and who does what is best for the organization. They will be effective in communications, coaching, and training; resolving conflicts and gaining cooperation among competing interest groups; and establishing and maintaining effective working relationships at all levels.

The ideal candidate will possess an engaging, progressive outlook with a strong ability to inspire others and set the tone and vision for the department as well as set the overall talent management/total rewards/organizational development vision for the enterprise. The ideal candidate will be a results-driven leader who is passionate about empowering the Fairfax County government workforce to achieve their full potential, and demonstrate a commitment to diversity, equity, and inclusion.

The ideal candidate will be one with demonstrated success in presenting solutions to challenges and opportunities, and in leveraging technology and data analytics to inform decision-making and improve processes. They will understand the importance of staying up-to-date with emerging trends and best practices in human resources and are always looking for ways to incorporate these into their work. The ideal candidate must also be a master of change management, both systematically and relationally using their expertise to assess the current systems in place and identify what is working well and what needs to be improved, and develop strategies for bringing the organization on board and along with identified changes.

The ideal candidate is a customer-focused individual with strong interpersonal skills and proven experience establishing and maintaining effective working relationships by collaborating with county executive leadership, department heads and partners, governing boards, unions, employee associations, and employee groups. The ideal candidate will understand the dynamics of working with individual elected officials as well as a whole. The individual will be politically savvy but not politically involved.

The ideal candidate will foster a culture of collaboration and continuous learning, and encourage employee engagement and participation. An ideal candidate will be a hands-on leader with an approachable and friendly communication style that encourages enthusiasm and creativity; a professional who consistently seeks to collaborate with the leadership team and employees; and an individual who can establish trust quickly with others and maintain effective relationships, including serving as a confidant for senior leaders.

The ideal candidate will have strong expertise in local, regional, state, and federal rules and regulations. In particular the ideal candidate will possess thorough knowledge of general laws and administrative policies governing public sector local government human resources practices and procedures; including a comprehensive understanding of all HR functions, including benefits and leave administration, compensation and rewards, labor relations, negotiations and administration of bargaining agreements, employee relations and engagement, recruitment, and employment services, learning and development, employee health and wellness, and administration.

The successful candidate will be responsible for providing professional opinions and guidance to ensure consistency in HR policies and procedures across the organization. The successful candidate’s expertise will be crucial in ensuring that the County’s HR practices align with strategic goals and comply with relevant legislation. The successful candidate will possess excellent leadership skills, be a strategic thinker, and have a proven track record of successfully managing HR functions in a complex organization.
Minimum Qualifications
Any combination of education, training, and experience equivalent to graduation from an accredited four-year college or university with a bachelor’s degree in human resource management, public administration, business administration, or a related field; plus seven years of increasingly responsible experience in human resources administration; two years of the requisite experience must have been as Director, Assistant/Deputy Director or Manager of Human Resources in a large organization, either public or private.

Preferred qualifications
Master’s degree in human resource management, Business Administration, or Public Administration, or closely related field. Ten years of progressively responsible experience as a human resources director in a large or midsized organization, preferably local government. Experience participating in labor negotiations and administering collective bargaining agreements. Proven ability to engage, and influence individuals at all levels. Excellent communication skills. Certification from a professional credentialing organization.

To Apply:

Please submit a complete and accurate application with details of your education, work experience, licenses, certifications, etc.

Submit your application online at:
governmentjobs.com/careers/fairfaxcounty

Refer to Job # 23-02189 when applying.
Deadline for applications is August 11, 2023 at 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. DHREmployment@fairfaxcounty.gov. EEO/AA/TTY.
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