

Human Resources Director

Prince William County, Virginia



Why Prince William County?

- Great location - - Close to but not part of Washington, D.C.
- One of the wealthiest counties in the US
- Excellent higher education available at a great value
- PWC Public Schools are rated among the top 5% in the U.S. in test scores and rankings
- Low crime rate - - citizens feel safe
- AAA Bond rating
- Although PWC is a large government, it is still a "manageable" government
- Room for future growth
- Ideal location for rapid commercial development
- Building its own transportation infrastructure
- Easy access to air travel and future opportunities for rail and water transit
- New Hylton Performing Arts Center recently completed in partnership with George Mason University
- Innovation Technology Business Park
- Home to the George Mason University Life Science Campus
- Well-educated, high income, ethnically diverse and young citizenry

Living in Prince William County

Prince William County (PWC), located 35 miles southwest of Washington, D.C., is growing fast. In fact, PWC is now the second largest county in Virginia. Residents enjoy an ideal location near Washington, D.C., a growing and very diverse population and a healthy local economy. Quality of life features include excellent public schools, world-class colleges and universities and great dining, shopping, recreational and leisure amenities. PWC covers 348 square miles. The cities of Manassas and Manassas Park are included within its boundaries. Federal land accounts for approximately 41,600 acres or 18.7% of the total area and includes Quantico Marine Corps Base, Manassas National Battlefield Park, Prince William Forest Park, Occoquan Bay National Wildlife Refuge and Featherstone National Wildlife Refuge.

PWC's estimated current population is 410,730, an increase of 43.2% since 2000. The County has continued to grow at a rate of 2.17 % since 2010. With growth, PWC's population has become increasingly diverse to where it is now a minority/majority community.

Prince William County has truly earned its national reputation for being among the most desirable communities in the United States.

Prince William County Quick Facts:

Racial Composition:

Reported as being of 1 race: 94.8

Reported as being of 2 or more races: 5.1%

Caucasian: 60.9%

African American: 21.3%

Hispanic Origin (any race): 20.3%

Asian or Pacific Islander: 8.1%

American Indian or

Alaskan Native: 0.6%

Other races: 9.1%

Average age: 33.2

2010 median income: \$92,655

2010 per capita income: \$34,737

2010 estimated number of housing units: 137,105

(up 39.8% since 2000)

Single-family detached housing units: 57%

Units in multi-family structures: 15.8%

Mobile home units: 0.8%

Average sales price of a home in 2011: \$281,244
(1.54% increase over 2010)

The Prince William County Government

Prince William County was established 282 years ago by the Virginia General Assembly. The Board of County Supervisors (BOCS) has exercised local government powers since it was established in 1869. Since 1972, PWC has had the County Executive form of government. The BOCS has full power to determine the policies covering the financial and business affairs of the County government.

The BOCS includes a directly elected at-large Chairman and seven district-elected Supervisors. All are elected to partisan four-year terms. The Board appoints a County Executive to act as the County government's chief administrative officer and to execute the

Board's policies. The Board also appoints a County Attorney and several separate Boards and Authorities to administer the operations of certain services. The County provides a full range of local government services that include public safety, court services, education, development administration, library, water and sewer services, park and recreational services, health and social services, public improvements, planning and general administration.

PWC's FY 2012 General Fund Budget is \$890.2 million and includes a \$464.4 million transfer to support County Schools.

PWC is a politically and financially stable jurisdiction. It is a

Vision and Values driven organization that works with elected officials and citizens to create a premier community where citizens and businesses grow and succeed together. Critical to the County's success is selecting and retaining high quality County employees who support the key business processes of a complex, full-service, and growing government organization.

The County is a high-performance organization which is now pursuing the coveted Malcolm Baldrige National Quality Award, a Presidential honor that recognizes U.S. companies for organizational performance excellence.

The Human Resources Department

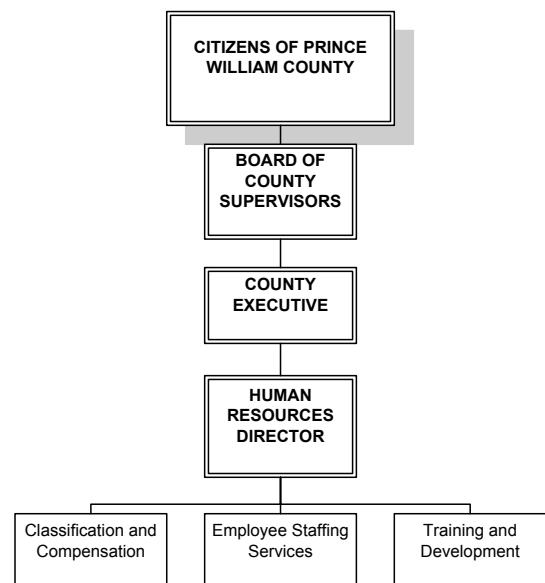
The Mission of the Human Resources Department

"Human Resources provides equal opportunities and competitive benefits, compensation and employment benefits to attract and retain high performing and dedicated employees who are motivated and excited to serve our community."

The Human Resources Department is responsible for establishing and articulating a vision for PWC's centralized HR function and for providing strong and effective human resources leadership and management to the County organization. The Department has 14.5 employees and is divided into three divisions: Classification and Compensation, Employee Staffing Services, and Training and Development. The FY 2012 HR Department budget is \$2,338,255.

Prince William County

Human Resources Organization



Goals, Issues and Opportunities

The Prince William County government is driven by its statement of Vision and Values and has a proven commitment to Results Oriented Government.

The next HRD is expected to take a fresh look at all aspects of Human Resources. Timing provides a great opportunity to do so, including:

- to critically examine the County's compensation policies, including its benchmark comparison organizations, to ensure accurate market rates;
- to revamp the HR records management system to make it more easily usable and more paperless;
- to constantly examine internal HR management and operational systems and controls with a focus on continuous quality improvement.

The HRD will be challenged to fully implement and support the County's new StarGarden HRIS system.

The County's "minority/majority" status has created a critical need for its workforce to reflect the community demographic.

This job is a rare opportunity for a talented and results focused human resources executive to become an intrinsic part of the County Executive's management team that is comprised of talented, well-qualified, carefully selected and highly-committed members.



Neabsco Creek



Ben Lomond

The Human Resources Director

Prince William County is seeking technically current, outcome-focused candidates for the job of Human Resources Director (HRD). The HRD serves as the County's top Human Resources (HR) professional and reports to the Deputy County Executive and serves as a key member of the County Executive's Leadership Team. The position was vacated at the retirement of the previous director who served PWC for nearly forty years.

Must have any combination of education and experience equivalent to a Master's Degree in HR management, business or public administration (or related field), 7 years of broad progressively responsible experience in HR management in a large organization managing and supervising HR professionals and administrative support staff and 5 years of progressive HR generalists experience at a senior management level. Experience must include hands-on responsibility for the full scope of HR activities, both operations and analysis. The next HRD will be customer service and organizational outcome driven and have current, comprehensive and demonstrated proficiency with applicable laws/regulations and management theories including policy and procedure development; will have strong organizational skills in the areas of operations, budget and project administration; will have demonstrated ability to effectively interface with diverse groups; will have strong management and supervisory skills and a thorough knowledge of local government HR management including HRIS. Must be able to inspire both administrative and professional employees to meet their job goals in support of the County and community strategic goals. Prefer SHRM certification or other related professional designation and government/municipal experience.



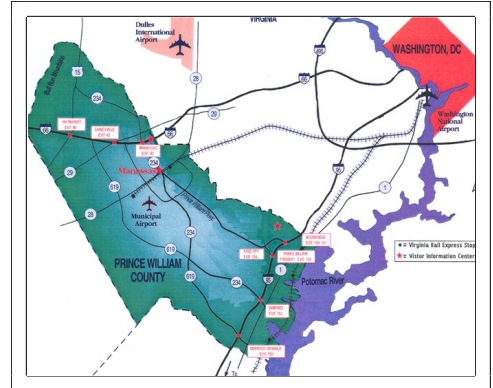
Hylton Performing Arts Center



Silver Lake Dam

Knowledge, Skills and Abilities

- Comprehensive knowledge of the specialized principles and practices of public human resources administration including classification and compensation, in-service training and service rating, recruitment and staffing;
- Thorough knowledge of the qualifications and characteristics of major occupational groups,
- Thorough knowledge of local government organizations and procedures,
- Ability to think strategically and develop long-term plans and programs,
- Ability to evaluate work accomplishments
- Ability to establish and maintain effective relationships with other County officials, employees, and the general public
- Ability to present facts and recommendations effectively in verbal and written form
- Ability to analyze facts and exercise sound judgment in arriving at conclusions
- Ability to plan, supervise and review the work of professional, technical, and administrative direct reports.



Application Process and Compensation



The current salary range for this position is \$83,700 to \$154,000. Beginning salary is negotiable DOQs and is anticipated to be highly competitive. Excellent benefits will be provided.

Additional information about the County and the Human Resources Department can be found at <http://www.pwcgov.org>.

Prince William County is anxious to fill this position. Resumes will be accepted until February 10, 2012. Please send cover letter and current resume with salary without delay to:

Robert E. Slavin, President

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Prince William County is an Equal Opportunity Employer