

**STATE OF WEST VIRGINIA
WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085
POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: ML250910**

OPEN DATE: 15 September 2025

CLOSE DATE: 20 October 2025

LOCATION: JFHQ, Coonskin Drive, Charleston, WV

JOB TITLE: MA Administrative/Operations Manager 3

WORKING TITLE: Human Resources Manager

SALARY RANGE: \$59,000 - \$90,776

HOW TO APPLY: Anyone interested in applying for this position must submit a **completed West Virginia Military Authority Employment Application form and resume** to West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311- 1085 or email to ng.wv.wvarng.list.mahro@army.mil. **All Applications must be received by closing date.**

Applications may be obtained from the West Virginia Military Authority Web site at <https://militaryauthority.wv.gov/Forms/Pages/default.aspx>

NATURE AND SCOPE OF WORK

This position supports the Federal and State missions of the WVNG by planning, coordinating and implementing a professional human resources function for the Adjutant General's Department and West Virginia Military Authority (WVMA) civilian employees. Plans and coordinates policies and practices for the employment, movement, compensation and separation of employees. Advises TAG, Director and senior staff on a variety of human resources issues to include employment and retention of employees, compensation, discipline and employee grievance procedure, employee training and human resources policies and procedures interpretation and application. Reviews job postings and personnel transactions for accuracy and completeness, evaluates employee/applicant qualifications and recommends salary actions for compliance with personnel policies and procedures and to ensure best practices. Ensures compliance with WVMA and other state and federal personnel statutes, regulations and policies. Prepares regular and special reports relating to the human resources operation of the Authority. Maintains knowledge of current state and federal human resources regulations and policies. Performs related work as required. Travel is mandatory.

PRINCIPAL DUTIES/RESPONSIBILITIES:

1. Researches, develops, recommends and interprets personnel policies and procedures for Authority positions and employees; advises TAG and senior staff on a variety of human resources issues.
2. Oversees Human Resource staff work schedule, annual evaluations and time cards.

3. Oversee, guide and monitor the Employee Relations Program and Program Manager.
4. Develops and prepares human resources tools such as position description forms, vacancy announcements, job title plan, salary schedules, interview and other selection procedures and related forms.
5. Oversees the development of validated position descriptions and vacancy announcements.
6. Coordinates the employee selection process including agency approval process.
7. Utilizes agency salary schedule for establishing competitive hiring rates for new employees and other salary actions; develops supporting documentation for hiring rates and other pay actions; develops strategies for recruitment and retention of qualified employees.
8. Develops and presents training for Authority managers and employees on a variety of human resources issues.
9. Advises TAG and other Authority senior staff on human resources policies and procedures; recommends discipline actions and grievance procedure response as necessary

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal and state human resources laws, regulations, policies and practices for public sector employees.
- Knowledge of organization structure, missions and personnel of the WVNG.
- Knowledge of wvOASIS, UKG and other state and federal personnel and payroll data systems.
- Knowledge of personal computers and software applications to perform a variety of automated operations and functions such as entering, deleting and editing various transaction data and to prepare correspondence and standard and non-routine reports.
- Ability to develop, interpret and apply human resources regulations and policies related to Authority employees.
- Ability to review, process and monitor a wide variety of civilian personnel actions.
- Ability to communicate effectively with WVNG command staff, Authority supervisors and employees relating to human resources issues and the processing of personnel transactions and related matters.
- Ability to maintain effective working relationships with employees, managers, supervisors and officials in other state agencies as necessary.

MINIMUM QUALIFICATIONS

TRAINING: Bachelor's Degree from a regionally accredited four-year college or university.

SUBSTITUTION: Ten (10) years of paid experience in Human Resources.

EXPERIENCE: Five (5) years of paid experience in Human Resources and Five (5) years paid experience supervising employees.

SPECIAL REQUIREMENTS:

1. Position is contingent upon receipt of Department of Defense funding.
2. This position falls under the West Virginia Public Employees Retirement System (PERS).
3. State positions announced by the adjutant general are **at-will employment positions**. The term at-will means that the employee can be terminated at any time without cause.

Murray "Gene" Holt, II
Director, West Virginia Military Authority