

**Requisition No.:** 2024-HR-02

**Need Date:** Immediate

**Job Family:** Human Resources

**Position Type:** Full Time Position

**Exempt/Non-Exempt Classification:** Exempt

**Security Clearance Requirement:** The candidate must be clearable to DoD Secret Level.

**Location:** *In office:* 10611 Balls Ford Road, Suite 300 Manassas, VA 20109

**Education:** Bachelor's Degree or equivalent work experience in a related field. An equivalent of 4 years of combined education, professional training, or related work experience may be substituted for Bachelor's requirement

**Experience Level:** 5+ years of Human Resource experience.

**Overview:**

Sedna is a growing small business providing innovative solutions to the national security community. This is a great opportunity to expand your skills by working in a dynamic environment working with the Human Resources team. Candidates must be self-motivated with a strong work ethic and interpersonal skills. Sedna offers competitive salaries and benefits, but most importantly, career advancement opportunities. People are our greatest resource, we highly value every employee, and pride ourselves in delivering high quality software and hardware products to our customers. Sedna is a proud member of defense industrial base; our products are currently deployed globally and planned for all classes of the nuclear-powered submarine fleet.

**Job Responsibilities:**

- **Workforce Planning:** Create a strategic plan for employee recruitment and retention including staff training/development opportunities. Actively recruit and retain a high-quality work force
- **Policy Evaluation and Implementation:** Assess, update, and implement corporate policies and Employee Handbook to align with applicable laws, strategic direction, and risk management principles
- **Benefit and Payroll Management:** Assist with benefits and payroll administration in partnership with third parties (Paylocity, benefits broker, insurance companies, etc.)
- **Employee Performance:** Lead annual performance review process. Collaborate with department heads to identify and solve employee performance issues
- **Record Keeping:** Ensure proper maintenance of HR records including employment files
- **Safety and Health:** Coordinate with an integrated team to review workplace safety programs to ensure a positive work environment

Sedna Digital Solutions, LLC • 10611 Balls Ford Road Suite 300 • Manassas, VA 20109  
(703) 530-5400 • Fax (703) 991-9106 • Email [jobs@sednadigital.com](mailto:jobs@sednadigital.com) • <https://sednadigital.com>  
SEDNA PROPRIETARY

- **Strategic Guidance:** Provide expertise and guidance to support management and employees on HR related matters including performance management, employee relations, and conflict resolution. Other duties as assigned

**Basic Qualifications and Experience:**

- Proven success in creating and administering HR policies to include equal opportunity, affirmative action, employee performance, and hiring
- Strong organizational abilities
- Experience supporting a federal government contractor in a similar role
- Excellent written and verbal communication skills
- Strong organizational skills, attention to detail, ability to prioritize and meet deadlines
- Proficient MS Office Suite products
- Ability to multi-task in a fast-paced environment with fluctuating priorities and deadlines

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, sexual orientation, gender identity, national origin, age, protected veteran status, or disability status.