



<b>Job Title</b>	<b>Human Resource Business Partner</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>12 Months</b>
<b>Zone</b>	<b>7</b>	<b>Job Code</b>	<b>18432</b>

**Class Specification – Human Resource Business Partner**

<b>Summary Statement:</b>	
<p>The purpose of this position is to align business objectives with employees and management in designated business units. The HRBP serves as a consultant to manage human resource related issues; assess and anticipate HR-related needs; communicate needs proactively with the HR department and business managers to develop integrated solutions; and formulate partnerships across the organization to deliver value added service to managers and employees that reflect the business objectives of the organization.</p>	
<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
30%	Develop strong relationships with supported business functions and assist in determining human resources priorities consistent with business objectives; partner with management to build and develop stronger work teams; work closely with assigned business units to support talent management processes, including employee recruitment, performance appraisals, workforce calibration, leadership development plans, and succession planning.
30%	Analyze key HR metrics, identify areas of opportunity, and assist in develop related action plans; provide training for employees and managers on HR topics as needed; coach employees and managers on organizational practices, processes, and values; manage and resolve complex employee relations issues, performing investigations as needed (investigating non-title VII complaints/grievances); guide managers and employees through discipline and performance improvement procedures; and provide HR policy guidance and interpretation.
40%	Collaborate with other members of HR to leverage expertise, systems, and processes in support of business needs; work closely with management and employees to improve work relationships, build morale, increase productivity, and retention; provide guidance and input on business unit restructure, workforce planning, and succession planning; identify training needs for business units and individual executive coaching needs; participate in evaluation and monitoring of success of training programs and follow-up



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	to ensure training objectives are met; work on HR related projects for the betterment of the organization; represent the organization’s core values; and maintain in-depth knowledge of legal requirements related to day-to-day management of employees to effectively reduce legal risks and ensure regulatory compliance.
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**Competencies Required:**

**Human Collaboration Skills:** Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

**Reading:** Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Math:** Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

**Writing:** Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

**Technical Skills Required:**

**Skilled in a Technical Field:** Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

**Relevant Background and Formal Education:** Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

**Education:** Bachelor’s degree from an accredited college or university with major coursework in business administration, human resources, or related field.



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Experience: Five years of full-time experience in Human Resources

**Education and Experience Equivalency:**  
 One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.  
 Additional appropriate education may be substituted for the minimum experience requirements.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.  
 Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:**  
 Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling of work.

**Supervision Received:**  
 Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

**Fiscal Responsibility:** This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

**Physical Demands:**  
 Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never



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Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

**Machines, Tools, Equipment, and Work Aids:** Computer, printer, copier, telephone, and standard office equipment.

**Specialized Computer Equipment and Software:** Microsoft Office and specialized HR software.

*The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.*

Original Date: September 2016