General Statement of Duties

Performs a standard level of human resources work in support and needs of city agencies and divisions. Partners with stakeholders to attract, develop, and retain top talent. Performs a variety of standard level of tasks within the human resources functions related to employee relations, recruitment support, separation, leave administration, classification and compensation, and benefits processing.

Distinguishing Characteristics

This class is part of the Human Resources Business Partner job series. The job series encompasses the following job classifications and a summary of their essential job function is as follows:

- **Associate Human Resources Business Partner**: This job is the first level of a three-level series. The essential function of this job is to perform standard level human resources work in support and needs of city agencies and divisions. Partners with stakeholders to attract, develop, and retain top talent. Performs a variety of standard level of tasks within the human resources functions related to employee relations, recruitment support, separation, leave administration, classification and compensation, and benefits processing.

- **Human Resources Business Partner**: This job is the second level of a three-level series. The essential function of this job is to provide full performance human resources work in support and needs of city agencies and divisions. Partners with stakeholders to attract, develop, and retain top talent. Performs a variety of full performance tasks within the human resources functions related to employee relations, recruitment support, separation, leave administration, classification and compensation, and benefits processing.

- **Senior Human Resources Business Partner**: This job is the third level of a three-level series. The essential function of this job is to provide complex human resources work in support and needs of city agencies and divisions. Partners with stakeholders to attract, develop, and retain top talent. Performs a variety of complex tasks within the human resources functions related to employee relations, recruitment support, separation, leave administration, classification and compensation, and benefits processing.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received & Quality Review

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.
### Interpersonal Communication & Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, and/or presented and some degree of discretion and judgment are required within the parameters of the job function.

### Level of Supervision Exercised

None

### Essential Duties

Performs standard level human resources functions related to employee relations, performance management, classification and compensation, dispute resolution, recruitment support, separation, leave administration, and benefits processing.

Compiles data, conducts routine research on a variety of human resources issues and/or practices, analyzes information and prepares reports.

Works closely with the recruiting team by assisting applicants with the completion of onboarding paperwork.

Attends training sessions to learn concepts, principles, practices and applications of human resources work, studies applicable rules and regulations, and receives instruction in the interpretation and application of appropriate laws, rules, regulations and procedures.

Conducts assignments in support of HR strategies. Prepares workforce plans, coordinates recruitment related activities, delivers and evaluates training programs.

Demonstrates continuous effort to improve operations, decrease turnover times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

- **Conflict Management** – Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

- **Customer Service** – interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services

- **Interpersonal Skills** – Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

- **Reading** – Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

- **Reasoning** – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes Information, and makes correct inferences or draws accurate conclusions.
Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

**Knowledge & Skills**

Knowledge of hiring, classification, benefits, labor relations, negotiation, and federal, state and local employment regulations.

Knowledge of federal and state laws and regulations with respect to Department of Labor laws as it relates to FMLA, ADA, HIPAA and Workers Compensation.

**Education Requirement**

Bachelor’s Degree in Business Administration, Human Resources, or a related field.

**Experience Requirement**

One (1) year of experience in Human Resources.

**Education & 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.

**Licensure & Certification**

None

**Working Environment**

Subject to pressure for multiple calls, inquiries, and interruptions.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Hearing: perceiving the nature of sound by ear.
Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.
Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.
Sitting: remaining in the normal seated position.
Stooping: bending the body by bending the spine at the waist.
Talking: expressing or exchanging ideas by means of spoken words.
Vision Near acuity: ability to see clearly at 20 inches or less.

**Background Check Requirement**

Criminal Check
Education Check
Employment Verification
<table>
<thead>
<tr>
<th><strong>Assessment Requirement</strong></th>
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<tbody>
<tr>
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<table>
<thead>
<tr>
<th><strong>Probation Period</strong></th>
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<tbody>
<tr>
<td>Six (6) months.</td>
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<table>
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<tr>
<th><strong>Class Detail</strong></th>
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<tbody>
<tr>
<td>Pay Grade: A-807</td>
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<tr>
<td>FLSA Code: Y</td>
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<tr>
<td>Management Level: 10</td>
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<tr>
<td>Established Date: 9/21/2018</td>
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<tr>
<td>Established By: Lori Schumann</td>
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<tr>
<td>Revised Date:</td>
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<tr>
<td>Revised By:</td>
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<td>Class History:</td>
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