Office of Human Resources
HR Business Partner Senior - CA2992
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General Statement of Duties
Performs 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.

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 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 in the form of stated objectives only, with issues and factors largely undefined, requiring the employee to exercise creativity and ingenuity in devising criteria, techniques, strategy and methodologies for approaching assigned functions or projects.

Duties performed involve concepts, theories and concrete factors to be evaluated and weighed, requiring a high degree of analytical ability, and independent judgment and decision-making.

Work assignment is generally unstructured and employee is responsible for organizing complex, varied and simultaneous coordination of several functions, programs or projects in various stages of completion.

Level of Supervision Received & Quality Review
Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.
**Interpersonal Communication & Purpose**

Contacts are of a remedial nature involving the resolution of problems and where some degree of discretion and judgment are required in carrying out a major program and/or function of the organization.

**Level of Supervision Exercised**

By position, performs lead work and/or supervises human resources staff.

**Essential Duties**

Performs a variety of complex analytical, technical and administrative level human resources functions related to employee relations, performance management, classification and compensation, dispute resolution, recruitment support, separation, leave administration, and benefits processing.

Conducts studies/projects on various human resources topics, compiles supporting data to document methodology, and writes reports on findings.

Interprets and explains human resources laws, Career Service Rules, administrative regulations, memoranda of understanding, the City Ordinances, and other human resources policies and procedures to supervisors, and employees.

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

Provides day-to-day advice and counsel to employees, supervisors, and managers regarding human resources matters such as performance management, employee relations, dispute resolution, and corrective actions.

Recommends organizational development strategies to department/division personnel including quality improvement, performance enhancement approaches, and problem solving by analyzing departmental trends and performance outcomes.

Receives, investigates, and resolves complaints including discrimination, harassment, violence in the work place, and hostile work environment, conducts investigations to ascertain case facts by interviewing complainant(s), supervisors, managers, witnesses, and other involved parties, and recommends course of action based on gathered information.

Advises managers, supervisors, and employees on employee relation’s issues and disciplinary/grievance processes to ensure compliance with the rules, policies, and procedures.

Leads the resolution of disputes and develops solutions to problems between employees and supervisors/managers using a variety of resolution approaches.

Coordinates the grievance/disciplinary process by scheduling and conducting disciplinary hearings, recommending appropriate disciplinary action, and drafting letters of discipline and reports.

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.

Decision Making – Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish program goals, and causes change.

Influencing/Negotiating – Persuades others to accept recommendations, cooperate, or change their behavior, works with others towards an agreement, and negotiates to find mutually acceptable solutions.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

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 laws, rules, regulations, case law, principles, and practices related to employee conduct, performance, and dispute resolution.

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.

Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.

Education Requirement

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

Experience Requirement

Five (5) years of professional human resources experience.

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

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

- **Pay Grade**: A-811
- **FLSA Code**: Y
- **Management Level**: 9
- **Established Date**: 9/21/2018
- **Established By**: Lori Schumann
- **Revised Date**: 
- **Revised By**: 
- **Class History**: 

City and County of Denver