

CLASS SPECIFICATION
Human Resources Business Partner, Senior

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, supervises and performs a wide variety of difficult, complex and responsible human resources generalist responsibilities in support of the City's human resources management programs; partners with bureau management teams; coordinates and facilitates services provided by centralized HR programs; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Human Resources Business Partner, Senior is a single incumbent classification. The incumbent is responsible for supervising and providing human resources services to designated City bureaus. Incumbents will provide HR services directly and lead the design, development, and delivery of key human resource projects and initiatives. Incumbents are expected to exercise considerable discretion in carrying out responsibilities independently and with awareness of human resource services issues and sensitivities.

Human Resources Business Partner, Senior is distinguished from Human Resources Coordinator in that incumbents supervise HR Coordinators and are expected to lead key Human Resource initiatives. It is distinguished from Employee Relations Manager who has responsibility for the overall employee relations function in support of bureau/office goals Citywide.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.

2. Provides leadership and works to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

3. Leads the design, development, and delivery of key human resource projects and initiatives; leads committees and subcommittees; ensures timely delivery of required outcomes; consults with human resources and bureau management on effective implementation of new policies, processes, and procedures.
4. Assists in directing and managing human resources support services for assigned City bureaus consistent with City and bureau service goals and priorities; advises bureau management and makes recommendations on human resources issues; provides advice and guidance to ensure customer bureaus are in compliance with federal and state employment laws, rules and policies, City code and City and bureau human resources policies, procedures, requirements and goals.
5. Conducts a variety of investigations on confidential and sensitive human resources matters; reviews complaints, chooses appropriate investigative approaches and methodologies; performs fact-finding activities, including development of interview questions.
6. Advises bureau managers and supervisors on personnel issues, employee relations practices and discipline and corrective action; assists managers and supervisors with fact-finding interviews, incorporates relevant considerations, such as past practices, case law and applicable rules and policies; researches and develops recommendations regarding employee relations procedures and appropriate corrective actions; reviews and edits disciplinary documents; participates in due process meetings; assists in the resolution of disputes through a variety of resolution vehicles; consults with City Attorneys' Office on legal implications of investigation findings and recommended actions.
7. Participates in the operational administration of applicable collective bargaining agreements and labor relations-related employment laws; assists bureau managers with review and interpretation of labor contracts; participates in grievance resolution processes on behalf of bureau management; consults with Labor Relations on interpretation and intent of labor contract language.
8. Assists bureaus with organizational development and talent management analysis; identifies tools for job and task mapping, resource assessment and other factors; provides expertise on design of work flow, work processes, and position duty assignments; identifies strategies for talent attraction, development, engagement and retention.
9. Helps bureau staff understand the role and processes of centralized HR functions, such as Class/Comp, Labor Relations, Employment & Outreach; consults with bureau staff to understand their needs and interests; provides guidance on information needed by centralized functions; assists bureau staff to understand decisions and implement changes.

10. Develops and delivers training on a variety of subjects, such as team-building, diversity, employee development, compliance, etc; conducts train-the-trainer sessions; develops training evaluations and determines effectiveness of training.

OTHER DUTIES

1. May attend and participate on bureau management teams, as requested by bureau management.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and techniques of public personnel administration, including recruitment, testing and selection, classification, compensation, EEO/affirmative action, employee relations, labor relations, employee development and performance planning and appraisal.
2. Administrative principles and methods, including goal-setting, program development and implementation.
3. Principles and practices of labor relations and labor contract administration.
4. Federal, state and local laws, regulations and court decisions applicable to areas of assigned responsibility.
5. Principles and practices of public administration, including reporting and maintenance of public records.
6. Research methods and data analysis techniques.
7. Trends in human resource program development, especially in the areas of providing a broad array of human resources support services to client bureaus.
8. City and bureau functions and operations and associated human resource issues.
9. Principles and practices of effective business communication.
10. Operation of standard business computer software.
11. City human resources policies and labor contract provisions.

Ability to:

1. Gather relevant data, analyze problems, evaluate alternatives and make appropriate recommendations.

2. Understand, interpret, explain and apply City human resource administrative rules, regulations, labor agreements, policies and procedures and applicable local, state and federal legislation and regulations.
3. Exercise independent judgment and initiative within established guidelines.
4. Present proposals and recommendations clearly and logically.
5. Represent the City effectively in dealings with employees and employee organization representatives on a variety of human resource issues.
6. Communicate effectively orally and in writing.
7. Prepare clear, concise, accurate and persuasive reports, correspondence, analytical studies and other written materials.
8. Maintain confidential and sensitive information.
9. Exercise tact and diplomacy in dealing with sensitive, complex and confidential human resource issues and employee situations.
10. Establish and maintain effective working relationships with bureau and City managers and supervisors, employees, employee organizations and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in business administration, management, human resources, psychology or a closely related field; and at least seven years of progressively responsible experience in the development and delivery of comprehensive human resource services; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 01/30/18