

Job Description

Position Title: HR Business Partner

Job Group: Human Resources

Job Level Group: Professional Senior

FLSA Status: Exempt

Position Summary:

The HR Business Partner engages as a consultant with a focus on Employee Relations. Partners with the College's Business and Academic units to provide HR support with a focus on employee engagement, performance feedback, change management, team building, coaching, and HR Process, policy, and compliance. Serves as an employee relations advisor to business leaders.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Consults with College leaders and managers to understand operational needs and plans to build an effective development culture.
2. Creates and implements innovative talent solution processes and strategies to build a high performing organization.
3. Creates tools and templates to facilitate organizational effectiveness.
4. Advises managers and employees on topics of leadership, performance management, conflict resolution and communication.
5. Ensures compliance with federal and state laws and College polices and procedures in relation to employee relations and talent management matters.
6. Develops metrics to actively monitor culture, turnover, engagement, and talent effectiveness for leadership accountability and program success.
7. Provides consultation services to business leaders in regard to on talent matters, organizational and leadership effectiveness, organizational design, and learning opportunities.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of business management and fiscal practices
3. Knowledge of human resources principles and practices
4. Knowledge and application of organizational and time management principles

5. Skill in analyzing data and drawing conclusions
6. Skill in effective communication (both written and oral)
7. Skill in independent decision making
8. Skill in program development and process improvement
9. Ability to develop and maintain effective and positive working relationships

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Human Resources or a closely related field of study required.
 - Master's degree in Human Resources or a closely related field of study preferred.
 - Three (3) to five (5) years of related experience in human resources.
 - Five (5) to eight (8) years of related experience in human resources and employee relations preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- Some evening or weekend work duties