



## CLASS SPECIFICATION

**Class Title:** Human Resources Business Partner  
**Department:** Human Resources  
**FLSA:** Exempt

**Class Code:** 3306  
**Eff. Date:** 01/11/19  
**Grade:** 24

### GENERAL PURPOSE

Under general guidance and supervision of the Human Resources (HR) Director, provides strategic personnel services and assistance in areas of classification, selection, human resource information systems, performance evaluation, FMLA, ADA, training, grievances and compliance with equal employment opportunity and fair labor laws. Acts as first-line contact, resource facilitator and business partner to assigned departments; coordinates problem resolution with subject matter experts.

### EXAMPLE OF DUTIES

Serves as consultant to assigned or requesting departments on HR matters, including classification and compensation, employee discipline and counseling, equal employment opportunity, FLSA, FMLA, ADA regulations, promotion and selection, performance planning and evaluation, training, employee communications, diversity, employee relations and rewards and recognition.

Participates in the design, development and completion of human resource management programs, information systems and special projects. Assists in identifying and drafting needed policies and procedures.

Researches and reviews information on potential or current issues and meets with management and employees to resolve issues. Assists in advising employees and supervisors on crisis intervention, performance issues, and potential grievance matters.

Assists in reviewing and processing employee performance appraisals for assigned departments. Counsels and trains departmental employees in the use of such systems. Assists supervisors in developing appropriate performance standards.

Advises departments on classification development. Interviews incumbents and supervisors to gather information for developing an accurate position description. Distributes and reviews position analysis questionnaires for the desk audit process. Participates in the position evaluation process. Prepares and updates class specifications and consults with HR management to finalize.

Provides assistance as needed in the communication of employee benefits. Facilitates employee understanding about how to access benefits, benefit information and processes.

Assists in the design of content and structure of training programs; prepares scripts, slides and other instructional aids; conducts presentations to employee groups and individuals for purposes of training.

Provides support to the employee recruitment, selection and promotion efforts. Certifies employee qualifications; develops and arranges for technical examinations, assessment center and oral board processes. May serve as a rater or interviewer and participate in making hiring recommendations to management. Reviews employment selection processes, content and decisions.

In conjunction with HR Director, advises on disciplinary matters, counseling and/or employee assistance as appropriate. Consults with all parties involved, and ensures all mitigating and aggravating circumstances are considered. Ensures department follows defensible procedures consistent with applicable laws, policies, procedures, and practices.

Investigates or assists in the investigation of claims of unfair employment practices, including denial of equal employment opportunity, sexual harassment, and alleged violation of rules by both supervisors and employees. Prepares reports and notices about findings.

Assists County departments in processing Personnel Actions. Enters and/or reviews Personnel Actions for accuracy; edits as necessary; updates computer database and proofreads to ensure database is accurate. May enter and process Personnel Actions; may track advanced officer status, field training officer status, eligibility dates and related data to generate required actions; notifies supervisors of deadlines. Enters hire requests; monitors hiring status and closes filled positions.

Maintains volunteer information system records; ensures accuracy and completeness of records; reviews and maintains volunteer assignment descriptions; performs follow-up with departments to ensure compliance with the volunteer policy.

Develops and maintains personnel files; ensures accuracy and completeness of files.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **1. Education and Experience:**

Graduation from an accredited college or university with a Bachelor's Degree in Human Resources Management, Business Management or Administration, Public Administration, or a closely related field, plus at least five (5) years of full-time professional experience in human resources management including emphasis in employment law, recruitment, and resolving complex employee relations issues.

Directly related work experience maybe substituted for education on a year-for-year basis. A closely related master's degree or Professional in Human Resources (PHR) certification may be substituted for up to two years of experience.

### **2. Other Requirements:**



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Must pass a criminal history background investigation as required by the position.

Must furnish personal transportation for on-the-job travel.

Must possess a valid driver license; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

Operate a motor vehicle in a safe manner and in compliance with all applicable rules and regulations.

Employees driving a personal vehicle while on county business must maintain the minimum vehicle liability insurance as specified in the Utah Code.

### 3. Necessary Knowledge, Skills, and Abilities:

Working knowledge of: Current personnel management principles and practices; federal and state employment laws and regulations; employee relations concepts and issues; investigative techniques; modern office procedures and equipment.

Skill in: Professional communication; employee relations; operating all applicable computer hardware and software applications. Strong written and oral communication skills.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to:

- Develop and conduct employee relations and training;
- Properly handle sensitive information/records and maintain strict confidentiality;
- Work well under stress and pressure; work with detail and maintain a high degree of accuracy;
- Occasionally travel to alternate work locations;
- Work effectively with individuals from diverse backgrounds and at various organizational levels;
- Advise others about County policies and procedures;
- Follow written and oral instructions;
- Operate computer equipment and applicable software;
- Establish and maintain effective working relationships with supervisors, employees, other agencies, and the general public.

## WORKING CONDITIONS

1. Light physical effort. Comfortable working conditions in office environment. Intermittent

sitting, standing and walking.

2. Work for sustained periods of time maintaining concentrated attention to detail.
3. On occasion, work extended hours including evenings and weekends.
4. May require frequent travel between office and department or meeting location.
5. Exposure to stress as a result of human behavior and job requirements.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirement are subject to possible modification to reasonably accommodate individuals with disabilities.***

#### Approval Information

Date: 10/20/2020

Department Approval: Jana Bake

Classification Approval: Jana Bake