

HR Partner

Working Title:	HR Partner
Job Family	Human Resources
Proposed Classification Title:	Program Coordinator II/III
Proposed Pay Grade:	P35/P36
Job Category	Professional & Scientific

Minimum Qualifications:

Program Coordinator II (P35) – Bachelor’s degree and 4 years of related experience; OR a Master’s degree and 2 years of related experience; OR a combination of education and/or related experience totaling 8 years unless otherwise specified under supplemental required education and experience. Experience must be at a comparable level and directly related to the duties of this position.

Program Coordinator III (P36) – Bachelor’s degree and 5 years of related experience; OR a Master’s degree and 3 years of related experience; OR a combination of education and/or related experience totaling 9 years unless otherwise specified under supplemental required education and experience. Experience must be at a comparable level and directly related to the duties of this position.

Summary – HR Partner:

Responsible for training, communicating, and executing HR strategies, policies and programs to supported unit(s). Delivers HR services that address the unique needs of relevant unit(s), ensuring alignment with overall HR strategies. Provides oversight for service delivery of direct reports, acts as a service escalation point, and business process approver as needed. Provides professional HR advisory services to managers, leaders, and employees in supported units as it relates to workforce planning, recruitment, talent management, performance management, employee relations, employee engagement, employee rewards and recognition.

Example of Duties:

- Maintains working knowledge of all applicable policies and procedures.
- Deploys, communicates and trains units on new HR programs, policies and processes.
- Advises unit leaders on workforce strategies (i.e., talent management plans, succession plans, and recruiting strategies); leveraging tools developed and delivered by University Human Resources (UHR).
- Collaborates with UHR on critical workforce planning trends and needs on behalf of the unit/department.
- Communicates broad HR related themes and needs identified by the units to the Sr. HR Partner.
- Provides proactive consultation on performance review process, ratings, and performance improvement plans/action plans.
- Develops employee relations investigation questions, and conducts lower level investigations.

HR Partner

- Supports unit on implementing disciplinary action for staff and documentation in consultation with UHR.
- Consults with unit on promotions, demotions, title changes, data changes, and voluntary terminations for staff and faculty.
- Partners with UHR to implement reductions in workforce.
- Advises on compensation using the university's compensation framework.
- Resolves issues escalated from direct reports.

Preferred Qualifications:

- Working knowledge of Human Resources strategy development and implementation.
- Proven ability to effectively interpret and communicate HR policies and guidance.
- Experience training on the principles of HR.
- Ability to consult with on challenging HR related issues.
- Strong communication skills, with an ability to function and succeed in a dynamic environment.
- Demonstrated ability to maintain confidentiality.
- PHR, SPHR, or equivalent certification.

Expected Competencies:

- **Collaboration** – works effectively and constructively with others; shares time, energy and knowledge with others to ensure they can succeed.
- **Relationship Building** – maintains and fosters relationships within, across, and external to organizational boundaries.
- **Inclusion** – demonstrates awareness and respect of cultural and individual values; appreciates and leverages the strengths of others to accomplish goals.
- **Problem Solving** – applies critical-thinking skills to solve problems by generating, evaluating, and implementing positive solutions.
- **HR Acumen** – demonstrates skills and knowledge relevant to the HR function, applying best practices in the discipline to accomplish their work.
- **Organization Knowledge** – understands the vision, mission, and values of an organization in order to achieve success.
- **Coaching/Developing Mindset** – shares knowledge, skills and expertise in order to encourage and reinforce individual and professional development.
- **Effective Communicator** – provides regular, consistent, and meaningful information; listening carefully to others and ensures messages are understood.
- **Lead with Integrity** – instills mutual trust and confidence, creates a culture that fosters high standards of ethics, behaves in a fair and ethical manner towards others.
- **Strategic Thinker** – ability to develop a broad, big-picture view of the organization and its mission.