HR Partner

Working Title: HR Partner
Job Family: Human Resources
Proposed Classification Title: Human Resources Specialist IV
Proposed Pay Grade: P36
Job Category: Professional & Scientific

Minimum Qualifications:
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 related experience totaling 9 years.

Summary – HR Partner:
Responsible for training, communicating, and executing HR strategies, policies and programs to supported area(s) as directed by the Senior HR Partner. Delivers HR services that address the unique needs of relevant area(s), ensuring alignment with overall HR strategies, and the vision of service delivery provided by the AVP of Human Resources Service and Strategy. 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 area(s) as it relates to workforce planning, recruitment, talent management, compensation, position classification, performance management, employee relations, employee engagement, employee rewards and recognition.

Duties Statements:

HR Planning, Practices, and Communication:
- Maintains working knowledge of all applicable HR policies and procedures.
- Communicates and advises on HR policies, programs, and procedures to area(s); delivering training in collaboration with UHR and SVPP Office as necessary.
- Advises area managers on workforce strategies utilizing tools and strategies developed and delivered by UHR and/or SVPP Office.
- Collaborates with the Senior HR Partner, UHR, and/or SVPP Office on critical workforce planning trends and needs on behalf of initiating area.
- Resolves HR queries escalated from HR Coordinators.
- Communicates broad HR related themes and needs identified by the area(s) to the Senior HR Partner.
- Responsible for leading and supporting assigned HR coordinators, knowledgeable in Workday procedures and practices, and provides training, onboarding, coaching, and escalation support for the service team.
- Manages workload for themselves and HR coordinator, identifies priorities and ensure coverage, works with Senior HR Partner to ensure division is adequately supported and resources shared and developed as needed.

Workforce Planning:
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- Advises area leaders on workforce strategies (i.e., talent management plans, succession plans, compensation, career paths, and recruiting strategies); leveraging tools developed and delivered by UHR and/or SVPP Office.
- Identifies the need for and develops learning and development programs for supported area(s).
- Collaborates with UHR and/or SVPP Office on critical workforce planning trends and needs on behalf of the area(s) supported.
- Partners with UHR to implement reductions in workforce.
- Supports and advises area managers on critical staffing needs.
- Works with area leadership on developing immersion plans and on-boarding strategies for new hires.
- Monitors and assesses area climate and need for employee support services such as EAP, Wellness programs, childcare, and other benefits; engages with appropriate university resources as needed in order to proactively support employee engagement and wellness.

Employment Actions:
- Provides consultation on career development, the performance review process, and performance improvement actions (PIPs and Action Plans).
- Works with initiating area on coordination of the annual review process; making recommendations on pay for performance as necessary.
- Reviews, verifies and approves compensation changes using the university’s compensation framework.
- Trains area managers on the performance management process in addition to advising on effectively managing employee performance.
- Develops employee relations investigation questions, and conducts lower level investigations.
- Engages with area managers on proactive performance management strategies and provides support on implementing performance improvement plans and disciplinary action for employees and documenting such actions in consultation with UHR and/or SVPP Office.
- Tracks unsatisfactory/does not meet performance rating reviews and completion of performance improvement plans/action plans, working with managers and employees to ensure expectations are met.
- Consults with and advises area managers on escalated promotions, demotions, title changes, data changes, leave programs or leaves/absences (including FMLA), accommodations, and voluntary terminations for employees.

Academic Service Teams – in addition to the duties listed above, HR Partners supporting academic service teams will be responsible for the following:
- Works with managers to assess faculty staffing needs, collaborating with the Staff Recruiting Specialists and/or HR Coordinator to fill positions as required.
- Works with Department Chairs on faculty salary negotiations, start-up packages, and offer letter details.
- Facilitates the faculty recruitment process as needed, such as working with search committees, processing actions in Workday, providing information and/or status updates to Department Chairs, etc.
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- Validates academic appointment initiated by managers and HR Coordinators.
- Tracks and manages required faculty reviews such as preliminary (third year) review and post-tenure review.

**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 on challenging HR related issues.
- Ability to have hard conversations and remain a neutral party.
- 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.