

JOB DESCRIPTION: HUMAN RESOURCES BUSINESS PARTNER

Date: February 2021
Supervisor: HR Director
Location: E. Main/Business Administration
Grade: 7
Exempt (Y/N): Yes

GENERAL PURPOSE: Under the direction of the Human Resource Director, the Human Resources Business Partner (HRBP) is responsible for aligning business objectives with employees and management. The position forms partnerships across The Center to deliver mission-oriented service to management and employees. The HRBP maintains an effective level of literacy about Center business. The HRPB serves as a coach and mentor for others in the HR Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Contributes to the accomplishment of Human Resources practices and objectives that will provide a mission-oriented, high performance culture that emphasizes empowerment, quality, productivity and standards, and goal attainment toward development of a superior workforce.
- Consults with management, providing HR guidance when appropriate.
- Manages and resolves complex employee relations issues. Conducts effective, thorough and objectives investigations.
- Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance.
- Provides day-to-day performance management guidance to the management team (ie: coaching, counseling, career development, disciplinary actions).
- Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- Provides HR policy guidance an interpretation.
- Sources and attracts candidates by using databases, social media, etc.
- Designs, implements, and manages the overall recruitment and retention strategy.
- Recruitment management to include: Providing advice and support to hiring supervisors and ensuring that they have accurate and timely information in order to make effective decisions.
 - Maintains accurate and timely job postings.
 - Reviews applications and forwards qualified applications to the hiring team and follows up with the hiring manager on progress to hire.
 - Analyze turnover data to determine trends and makes recommendations to reduce high turnover areas.
 - Monitors and applies HR recruiting best practices.
 - Partners with Marketing/Communications team on strategic recruiting communications.
 - Works with management team in conducting interviews and filtering candidates for open positions; makes recommendations for hires.
 - Completes a weekly staff change/new hire/open position report for Management Team and other select recipients.
- Facilitates New Employee Orientation as needed. Provides advice and support to onboarding, processing of new employee paperwork, NEO facilitation.

- Develops and updates job descriptions.
- Serves as the project manager for various HR initiatives.
- Work with the HR Generalist to ensure that all employee files are compliant.
- Adheres to all security, confidentiality, and privacy policies.
- Takes initiative to stay informed of and contribute to current Center-wide safety and quality initiatives as appropriate.
- Participates on Center-wide committees as requested by the HR Director as appropriate.
- Demonstrates responsibility and accountability for own professional decision making and personal growth.
- Performs day-to-day operations for the Human Resources Department.
- Maintains employee confidence and protects operations by keeping Human Resources information confidential.
- Contributes to team effort by accomplishing related tasks as needed and as requested.
- Assists in other human resources related duties as assigned.

Center-Wide Essential Duties and Responsibilities

- Responsible for keeping client information confidential by adhering to Colorado law and policies and procedures for The Center.
- Responsible for compliance with applicable federal, state, and local laws; professional practice acts and ethical guidelines; policies and procedures of The Center; and contractual guidelines.
- Responsible for supporting The Center's Vision, Mission, Values and Beliefs.
- Completes required competency training in Essential Learning and additional training as requested or selected by supervisor.
- Reviews and acknowledges Center policies and procedures as requested/required.

MISC. DUTIES AS ASSIGNED

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

SUPERVISORY DUTIES: None

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

Education/Training/Experience:

- Bachelor's degree in human resource related field preferred; or 5 years human resource specific experience, or a combination of experience and certification.
- Working knowledge of multiple human resource disciplines, including compensation practices, organizational development, employee relations, diversity, performance management, and federal and state respective employment laws.
- Previous experience working with Human Resource Information Systems (HRIS) essential.
- Experience working in healthcare/behavioral health a plus.

- PHR, SHRM-CP, or additional HR related certification preferred.

Knowledge, Skill & Ability:

- Excellent computer skills, including Word and Excel in a Microsoft Windows environment, and teleconferencing platforms
- Excellent oral, written and listening communication skills
- Excellent interpersonal skills and customer service skills
- Excellent time management skills with a proven ability to meet deadlines
- Strong problem-solving and organizational skills
- Skills in database entry and record keeping
- Integrity in maintaining confidential employee information
- Ability to gather and analyze information skillfully
- Mental ability to organize and prioritize work assignments with minimal supervision
- Ability to make sound decisions in the absence of supervision
- Knowledge of spelling, vocabulary, punctuation, and sentence structure
- Ability to interact with people, both staff and clients, in a professional, friendly manner.
- Ability to work at a computer terminal for long periods of time.
- Ability to work independently as well as cooperatively and constructively as part of an interdisciplinary team
- Ability to travel to other Center offices
- Ability to realize and activate potential in every interaction, every day
- Ability to adapt to change in the workplace
- Ability to use change as an opportunity for innovation and creativity
- Ability to inspire and model collaborative teamwork

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:

- Exposure to computer terminal for long periods of time.
- Required to talk and hear
- Often requires sitting and use of hands and fingers, to handle or feel.
- Occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl.
- Vision abilities required by this job include close vision.
- The noise level in the work environment is usually quiet to moderate
- May be exposed to stressful situations.

This job description is intended to convey information essential to understanding the scope of this job and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.

I have read this copy of my job description, discussed it with my supervisor and understand my responsibilities.

THE CENTER FOR MENTAL HEALTH EMPLOYMENT IS AT-WILL MEANING THE EMPLOYMENT RELATIONSHIP MAY BE TERMINATED BY EITHER THE EMPLOYEE OR EMPLOYER AT ANY TIME, WITH OR WITHOUT CAUSE OR PRIOR NOTICE.