

Job Description

Position Title: Manager, Human Resources Business Partner

Job Family: Human Resources

Job Type: Manager

FLSA Status: Exempt

Salary Grade: 08

Position Summary:

The Human Resources Business Partner Manager oversees the Human Resources Business Partner (HRBP) team, records management, temporary hiring processes, and unemployment claims administration. The Human Resources Business Partner Manager ensures compliance with employment regulations, maintains efficient HR operations, and provides strategic guidance on employee relations and workforce planning. The Human Resources Business Partner Manager plays a critical role in enhancing HR service delivery, improving process efficiencies, and ensuring accurate personnel record-keeping to support institutional goals.

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. Provides leaderships and oversight to HR Business Partners, ensuring alignment with institutional HR strategy and best practices in employee relations, talent acquisition, and workforce development. Manages and directs the activities of the Talent Acquisition Department to ensure strategic alignment with College and institutional goals.
2. Supervises employees, including prioritizing and assigning work. Conducts formal evaluations of employee performance. Oversees employee hiring, corrective action, disciplinary and termination recommendations as necessary.
3. Oversees HR Records Management by ensuring proper maintenance, retention, and compliance of personnel records in accordance with institutional policies and regulatory requirements. Oversees internal and external audits of Human Resources documentation and process. Responds to audit requests and implement corrective measures when needed.
4. Advises, coaches and counsels operations management on employee relations issues, and formulate specific measurable actions to help them resolve issues, increase effectiveness, build relationships and achieve business goals.
5. Manages temporary hiring process by developing and overseeing an efficient process for recruiting, onboarding, and managing temporary employees, including part time and full time interim, student workers, and contract staff.
6. Administers unemployment claims. Oversees the administration of unemployment benefits claims, ensuring accurate documentation, timely responses to state agencies and represent the College in unemployment hearings.
7. Ensures compliance with employment laws by monitoring and enforcing compliance with federal, state, and institutional employment regulations related to recordkeeping, hiring, certifications, licensing and

employee relations. Maintains effective partnerships with staff and administrators to resolve common problems and develop approaches to ensure efficient coordination of services College-wide.

8. Develops and improves HR policies & procedures. Reviews and refines policies related to recordkeeping, temporary employment, and unemployment processes to enhance efficiency and compliance.
9. Drives process improvement initiatives. Identifies, develops and implements process improvements to streamline and enhance the efficiency of HR service delivery in key areas of oversight
10. Develops and implement standard operating procedures, process maps and for College-wide training for Talent Acquisition processes and Records Retention.
11. Supports onboarding and career building initiatives. Provides guidance to HRBPs and supervisors on handling career planning issues, professional growth plans, and performance management. Directs the development of ongoing end user training programs for current and emerging reporting and systems college-wide.
12. Oversees HR data integrity and reporting. Ensures accuracy of HR data, analyze workforce trends, and provide reports to support decision-making. Directs and supervises the collection and review of data and the preparation of a variety of reports, statements, and HRBP communications
13. Facilitate supervisor training. Supports the design and delivery of training for supervisors on HR policies, employment law, and best practices in managing employees. Develops and implements training on Human Resources hiring process
14. Collaborates with Payroll and Finance. Works closely with payroll and finance departments to ensure seamless coordination of temporary employee compensation and unemployment processes.
15. Lead special projects. Manages HR Audits compiling data and documents for the audit, responding to concerns and implementing regulatory requirements and HR-related initiatives as assigned to support institutional priorities and enhance HR operations.
16. 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 effective communication (both written and oral)
6. Skill in independent decision making
7. Skill in people leadership and supervision
8. Skill in organization, coordination and management
9. Ability to develop and maintain effective and positive working relationships

Supervision:

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work, and ensuring quality standards, training staff, and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

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.

- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

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

- Bachelor's degree in Human Resources, Business Administration, Organizational Development, or a closely related field of study required.
- Three (3) to Five (5) years of progressive HR experience, with expertise in talent acquisition, employee retention, and HR strategy required.
- Master's degree in Human Resources, Business Administration, Organizational Development, or a closely related field of study preferred.
- Five (5) to eight (8) years of progressive HR experience, with expertise in talent acquisition, employee retention, and HR strategy preferred.
- PHR or SHRM CP certification preferred.

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 remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively 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:

- Some evening and weekend work hours.
- Pre-employment Background Check Required