



HUMAN RESOURCES BUSINESS PARTNER

DEFINITION

Under direction, provides professional support to the District's human resources programs; serves as a collaborative business partner to the District's divisions and departments in the delivery of human resources services; interprets collective bargaining agreements, laws and regulations, and advises management and supervisors on employment matters; prepares a variety of reports and correspondence in assigned areas of responsibility; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Vice President of Human Resources. May train, assign, and lead the work of classified staff in Human Resources but does not exercise direct supervision of staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for providing professional support to the District's human resources programs. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Coordinates, plans, manages, and performs complex and technical analytical functions within the District's Human Resources Department; areas of responsibility include, but are not limited to, recruitment and selection, employment, compensation, benefits, workers' compensation, labor relations, leave administration, and COVID 19 program testing and administration.
- Performs recruitment and selection duties for full time faculty, management, educational administrators, confidential and classified employees; coordinates with departments on upcoming vacancies; develops timelines for the recruitment process; screens applications and verifies eligibility for the position; contacts and verifies references; coordinates testing and interview panels; keeps hiring manager updated on status of recruitment; in conjunction with hiring manager, makes jobs offers; and schedules onboarding for new employees.
- Coordinates the day-to-day administration of the District's employee and retiree benefit programs, including medical, dental, vision, group insurance, and voluntary plans; assists employees and retirees with benefit-related matters; determines benefits eligibility and effective dates; plans and implements open enrollment activities and events; processes employee benefit election and change forms; and prepares and tracks notifications/documentation for the District's COBRA process.
- Coordinates and participates in the District's COVID-19 testing processes; serves as point of contact for reporting employee and staff potential COVID exposure, positive COVID test results, and healthcare provider notifications; tracks individual's progress; obtains required documentation to return to work/school; coordinates employee access to COVID related leave.

- Serves as the Title IX Coordinator; communicates with students and employees regarding unlawful discrimination, rights and resources; conducts investigations and provides recommendations for resolution of complaints.
- Serves as the ADA Coordinator; coordinates and conducts the interactive process for employees with long term and permanent restrictions; implements process for short term temporary/modified accommodations; works with supervisors and employees to explore, select and implement reasonable accommodations or find alternative solutions; coordinates Fitness for Duty Examinations; determines eligibility for protected leave; works with consultants and doctors on ADA issues.
- Serves as the system administrator for the District's electronic applicant tracking system; creates, revises, and maintains system codes, reports, and documentation; extracts data for annual reporting and compliance.
- Coordinates workers compensation transactions/claims with the third party administrator (TPA) and internal staff; reports claims; processes and communicates work status with employee and supervisor; provides forms and maintains all files and records.
- Oversees and assists employees with Affordable Care Act (ACA) programs; utilizes TPA to track hours for compliance and benefit eligibility; creates notification for employees and annual reporting for tax forms; maintains files and records.
- Interprets collective bargaining agreements, laws and regulations, and advises management and supervisors on employment matters such as discipline, conflict resolution, interviews, ADA accommodation, interactive processes, investigations, and related employee and labor relations matters.
- Conducts or participates in special projects for assigned department; participates in task forces and committees; gathers and analyzes employment related data; conducts research into operational problems; evaluates personnel policies and procedures; prepares reports and analyses and makes recommendations.
- Oversees various programs such as the District's TB Test compliance, fingerprinting, DMV documentation processing, and related mandated programs.
- Processes a variety of confidential information including performance evaluations, salary analyses, reclassifications, and related human resources documentation; assists with the creation, modification, and maintenance of position control and salary data.
- Remains current on related laws, regulations, and practices affecting all aspects of the job.
- Maintains confidentiality of information obtained in the course of duties.
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, practices, terminology and procedures used in a comprehensive human resources department including, but not limited to recruitment and selection, classification, compensation, Title IX, benefits, workers compensation, leave management, ADA and labor and employee relations.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility including the State Education Code.
- Methods and techniques of conducting research.
- Methods and techniques of sourcing candidates for a diverse range of jobs.
- Employer mandated requirements for COVID-19 compliance measures.
- Principles and practices of technical and business correspondence and report development.
- Methods and techniques of conducting Title IX and other investigations.
- Methods and techniques of evaluating reasonable accommodation and conducting interactive ADA processes.

- Mathematical concepts.
- District personnel policies and procedures.
- Collective bargaining principles and practices.
- Reporting and compliance requirements for assigned program areas.
- Record-keeping principles and practices.
- District and mandated safety rules, regulations, and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform professional duties in support of assigned human resources program areas.
- Coordinate and assist with planning operational activities of the Human Resources department.
- Work collaboratively with management, supervisors and employees in meeting their human resources needs.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Perform complex duties reviewing, analyzing, preparing and processing a variety of human resources reports and documents.
- Research information and analyze data to arrive at valid conclusions, recommendations, and plans of action.
- Ensure compliance with a variety of regulations.
- Develop and maintain confidential personnel records.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major course work in human resources, public administration, business administration, or a related field.

Experience:

- Five (5) years of increasingly responsible experience performing professional duties for human resources programs.

Licenses and Certifications:

➤ None

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.