



Approved by the Board of Trustees on August 9, 2022

Updated on August 11, 2026

FLSA: Exempt

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 or designee. Exercises direct supervision over professional, technical, administrative support staff, and student workers.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, coordinating, and directing staff, for the Human Resources Department. Incumbents are responsible for designing, planning, supporting and analyzing department practices and procedures; and developing and implementing recommendations for program operational or procedural improvements in the department. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion.

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.

- Participates in the selection of, trains, mentors, and evaluates assigned personnel; works with assigned personnel on performance issues; recommends discipline to Vice President of Human Resources or designee.
- 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, , labor relations, communicable disease testing and administration.
- Performs recruitment and selection duties for full time faculty, part time faculty, 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 conducts onboarding for new employees.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the department recommends within department policy, appropriate service levels and resources; recommends and administers policies and procedures.
- Oversees the eligibility, hiring, screening, and onboarding of all non-bargaining employee's and volunteers.

- 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.
- Communicates with students and employees regarding Title IX, unlawful discrimination, rights and resources; conducts administrative investigations and provides recommendations for resolution of complaints.
- Serves as the system administrator for the software application systems used by Human Resources
- Initiates, oversees, and directs the collection and reporting of personnel data for state and federal reporting.
- Oversees and assists employees with Affordable Care Act (ACA) programs; utilizes Third Party Administrator (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, investigations, and related employee and labor relations matters.
- Conducts or participates in special projects; 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.
- Prepares, reviews, and presents staff reports and business documents; advises, provides guidance, and prepares and delivers presentations on issues pertaining to department operations and goals.
- 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, 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.
- Organization and management practices as applied to the development, analysis, and evaluation of department policies, goals, operational needs, and effectiveness.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of leadership.
- Methods and techniques of conducting research.
- Methods and techniques of sourcing candidates for a diverse range of jobs.
- Employer mandated requirements for communicable disease compliance measures.

- Principles and practices of technical and business correspondence and report development.
- Methods and techniques of conducting Title IX and other investigations.
- Mathematical concepts.
- District personnel policies and procedures.
- Collective bargaining principles and practices.
- Reporting and compliance requirements for assigned department 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 department ~~program~~ areas.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for assigned areas.
- Work with employee groups and vendors.
- 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.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- 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.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- 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:

- Possession, or acquisition within the probationary period of, a valid Fingerprint Roller Certification issued by the State Department of Justice, to be maintained throughout employment.

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.