

Housing Authority of City of Milwaukee

CLASS SPECIFICATION TITLE: Senior Human Resources Business Partner

<u>BAND</u>	<u>GRADE</u>	<u>SUBGRADE</u>	<u>FLSA STATUS</u>	<u>Department</u>	<u>Reports To</u>
C	4	2	Exempt	Human Resources	Human Resources Director

CLASS SUMMARY:

This position is responsible for assisting in the management of human resource functions. Responsibilities may include managing the administration of policies; developing solutions; and enforcing compliance with laws and regulations.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

1.	Manages the administration of a wide range of human resource policies, procedures, and programs.
2.	Assist with coordination and implementation of a wide range of human resource programs, including: talent acquisition; compensation; training and development; employee relations; and other functions.
3.	Develops solutions to employee relations, and other program issues.
4.	Provides counsel to staff and managers to improve work performance.
5.	Manages and completes various human resource projects as needed, including: determining objectives; conducting research; developing project schedules; and performing related tasks.
6.	Enforces program compliance with laws and regulations; advises staff on maintaining compliance with laws and regulations.
7.	Performs other duties of a similar nature or level.

TRAINING AND EXPERIENCE (positions in this class typically require):

Bachelor's degree in Human Resources or related field; 5-7 years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS (positions in this class typically require):

Licensing Requirements:

- SHRM-CP - Preferred
- SHRM –SCP - Preferred

KNOWLEDGE (position requirements at entry):

Knowledge of:

- Applicable federal, state, and local laws, rules, and regulations;
- Computers and related software;
- Human resources policies and procedures;
- Human resources program administration;
- Employee relations concepts;
- Training development;
- Methods of providing performance coaching;
- Project management principles and practices.

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Independent Judgment/Decision Making/Problem Solving:

Performs duties within scope of general authority policies procedures, and objectives. Analyzes problems and preforms needs assessments. Uses judgment in adapting broad guidelines to achieve desired results. Regular exercise of independent judgment within accepted practices. Makes recommendations that affect policies, procedures, and practices. Refers exceptions to policy and procedures to the supervisor.

SKILLS (position requirements at entry):

Skill in:

- Using computers and related software;
- Managing the administration of programs;
- Coordinating and implementing programs;
- Developing program solutions;
- Advising staff in maintaining compliance with laws, rules, and regulations;
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

PHYSICAL REQUIREMENTS:

Positions in this class typically require: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

SIGNATURES:

EMPLOYEE

SUPERVISOR