

# HR Business Partner: HR Business Partner I

---

May be responsible for the administration of areas such as: employment, employee relations, employee recognition, compensation, benefits, local benefits, EEO, personnel records, and/or training and development. Works closely with and/or provides advice and counsel to managers. Provides counsel and assistance to employees and management in HR issues guided by company's policies, procedures and practices. Obtains factual information concerning employee/management inquiries and employee suggestions and/or complaints. Coordinates employee transfers, status changes, new hire onboarding, conducts exit interviews, and provides recommendations for corrective action. Assists and/or advises management in the formal discipline or termination of employees. Administers company policy. Interprets and ensures compliance with local, state and federal regulations. Performs recordkeeping tasks. May perform recruiter responsibilities as required.

## **Knowledge**

Occasional use and/or application of basic principles, theories, and concepts. Basic knowledge of industry practices and standards.

## **Problem Solving**

Solves routine problems of limited scope and complexity following established policies and procedures.

## **Discretion/Latitude**

Work is closely supervised. Follows specific, detailed instructions.

## **Impact**

Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.

## **Liaison**

Contacts are primarily with immediate supervisor, and other personnel in the section or group.

## **Work Products (Examples may include but are not limited to)**

Communicates company programs and policies. Participates on committee projects. Assists in conducting new hire orientation program.

## **Minimum Education and Experience**

1+ years directly related experience with Bachelor's Degree in Human Resources, Business Administration or related field. Basic MS Word, PowerPoint and Excel skills.