

HR Business Partner: HR Business Partner III

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

Complete understanding and application of principles, concepts, practices, and standards. Full knowledge of industry practices.

Problem Solving

Develops solutions to a variety of complex problems. May refer to established precedents and policies.

Discretion/Latitude

Work is performed under general direction. Participates in determining objectives of assignment. Plans schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.

Impact

Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.

Liaison

Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.

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

Interprets company programs and policies and creates communication materials. Researches programs/tools and develops plan of action. Conducts new hire orientations. Provides project management expertise for Business Area.

Minimum Education and Experience

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