

# HR Business Partner: Sr. HR Business Partner

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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**

Contributes to the development of new concepts, techniques, and standards. Considered expert in field within the organization.

## **Problem Solving**

Develops solutions to complex problems which require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.

## **Discretion/Latitude**

Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.

## **Impact**

Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources.

## **Liaison**

Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans, and objectives.

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

Participates in developing programs and implementing policy to help attain organizational objectives. Researches programs and outside resources and prepares proposals. Independently writes Performance Improvement Plans. Completes white papers on programs or processes.

## **Minimum Education and Experience**

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