

## SENIOR HUMAN RESOURCES BUSINESS PARTNER

### NATURE OF WORK

This is highly responsible administrative and supervisory work developing and implementing innovative and effective people strategies that support business and operational objectives with the Employee Engagement Division Leader, senior leadership, employees, and other stakeholders.

Work involves responsibility for working closely with leaders in building effective and trusting working relationships, coaching them to be better leaders, and ensuring Human Resource programs and services support department strategies. Work is performed with considerable independence and is reviewed in terms of results obtained and total effectiveness of programs.

### EXAMPLES OF WORK PERFORMED

Collaborates directly with leaders and generates solutions to their people and organizational challenges.

Coaches business leaders and managers on critical issues such as performance management, providing constructive feedback, talent assessment, development and succession, organization health and effectiveness, and team dynamics.

Coordinates with the Human Resources Divisions of Talent Acquisition, Learning and Organizational Development, Total Rewards, HRIS and Risk Management to develop and implement programs that foster employee engagement and support employee retention.

Ensures accurate interpretation and implementation of union contracts, policies, laws and regulations and provides guidance to leadership and management.

Guides and coaches leaders and managers on how to handle a variety of Human Resource issues, ensuring proper interpretation and implementation of union contracts, Personnel Rules, policies, laws and regulations.

Engages with diverse stakeholders in a complex government environment.

Assists in preparing the department expense budget.

Represents the department at meetings of the City Council and County Board of Commissioners as assigned; drafts and reviews communications and requests for actions.

Performs related work as required.

**DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS**

Considerable knowledge of the principles and practices of human resource as they relate to labor negotiations, Nebraska Commission of Industrial Relations and other appropriate federal, state and local laws and regulations.

Considerable knowledge of governing federal, state, and local law including but not limited to FLSA, FMLA, ADA, USERRA, and NFEPA.

Considerable knowledge of principles and practices of human resource management.

Considerable knowledge of current trends, and developments in the field of employee engagement and relations.

Ability to build partnerships and work collaboratively with others to meet shared objectives.

Ability to maneuver through complex policy, process, and people-related organizational dynamics.

Ability to develop and deliver multi-mode communications that convey a clear understanding of needs.

Ability to hold self and other's accountable to meet commitments.

**DESIRABLE QUALIFICATIONS**

Possession of Human Resources certifications including, but not limited to Society of Human Resource Management Certification and/or Professional in Human Resources.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited four-year college or university with major coursework in human resources, public or business administration, or related field and four years of experience involving progressively responsible human resources administration including employment and employee relations; four years of supervisory experience of professional level staff; or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

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