

CITY OF CHATTANOOGA

Classification Specification Title: Associate HR Business Partner

Department: Human Resources

Pay Grade: GS.10

Supervision Received From: Dir. HR Operations

FLSA Status: Non-Exempt

Supervisory Responsibility For: None

Established: 2/24/23

Revision Dates: 3/28/25;

**12/27/24; 8/27/24; 10/20/23;
8/28/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for assisting with alignment of agency objectives with employees and management in designated division units. The position assists management on human resource-related issues. The successful incumbent acts as an employee champion and change agent. The role assesses needs and communicates proactively with the HR department and partner department management, assisting with the development of integrated solutions. The position formulates partnerships across the HR function to deliver value-added service to management and employees that reflects the objectives of the organization. The incumbent builds and maintains an effective level of knowledge about the department's strategic goals, its midrange plans, its culture, and external influences affecting achievement of agency goals.

SERIES LEVEL:

The Associate HR Business Partner is the first level in a three-level HR Business Partner series.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Participates in weekly meetings with respective departments.

Consults with line management, providing HR guidance when appropriate.

Identifies trends and enters information in partnership with the HR group to develop solutions, programs and policies.

Coordinates and works to resolve complex employee relations issues. Conducts effective, thorough and objective investigations.

Maintains knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance. Partners with the legal department as needed/required.

Provides day-to-day performance management guidance to line management (e.g., coaching, counseling, career development, disciplinary actions).

Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention.

Provides HR policy guidance and interpretation.

Provides guidance and input on organization restructures, workforce planning and succession planning.

Identifies training needs for department and individual leadership coaching needs.

Participates in evaluation and monitoring of training programs to ensure success. Follow up to ensure training objectives are met.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, and in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree, or some college level courses, in Human Resources Management, Business Administration or Public Administration; and a minimum of one (1) year experience resolving complex issues; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS:

Familiarity with the multiple human resource disciplines, including compensation practices, organizational diagnosis, employee and union relations, diversity, performance management, and federal and state respective employment laws.

Competencies: Business acumen; communication, consultation, ethical practice, cultural awareness, HR expertise, and relationship management.

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

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. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.