

# CITY OF CHATTANOOGA

## Classification Specification Title: HR Business Partner

**Department: Human Resources**

**Pay Grade: GS.11**

**Supervision Received From: Director HR Operations**

**FLSA Status: Exempt**

**Supervisory Responsibility For: None**

**Established: 7/30/18**

**Reviewed Dates: 4/2/25;**

**10/20/23; 8/28/23**

### CLASSIFICATION SUMMARY:

The HR business partner (HRBP) position is responsible for aligning agency objectives with employees and management in designated division units. The position serves as a consultant to management on human resource-related issues. The successful HRBP acts as an employee champion and change agent. The role assesses and anticipates HR-related needs. Communicating needs proactively with our HR department and stakeholder department management, the HRBP seeks to develop integrated solutions. The position formulates partnerships across the HR function to deliver value-added service to management and employees that reflects the agency objectives of the organization. The HRBP 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:** This is the second 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.)*

Conducts weekly meetings with respective departments. Consults with multiple contacts within assigned departments including line management, providing HR guidance when appropriate. Analyzes trends and metrics in partnership with the HR group to develop solutions, programs, and policies. Works closely with management and employees to improve work relationships and increase productivity and retention.

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

Manages and resolves complex employee relations issues. When involved in conducting investigations, ensures that they are effective, thorough, and objective, completing reports per established protocol, representing the City in mediations, arbitrations, or court hearings.

Provides guidance to remediate issues; responds to complaints and questions related to departmental operations; conducts related research, initiates problem resolutions, while

identifying and communicating training needs to provide a strong employer-employee relation's framework and environment.

Works closely with and advises managers, supervisors and employees on employee relations matters and execution of HR programs, policies, and procedures to enhance the work environment, minimize risk, and achieve business results.

Serving as a subject matter expert and HR contact, providing HR policy guidance and interpretation, consulting regarding employee concerns, complaints, and grievances and assisting in responding to in-depth or complicated employee relations matters.

Facilitates efforts at alternative dispute resolution; manages the Collaborative Mediation process; mediates discussions between supervisors and co-workers. Serves on the Grievance Review Committee; coordinates Grievance hearings and maintains pertinent documents.

Enters and retrieves a variety of information into and from databases, correspondence, and collateral materials related to employment of new hires and maintenance of employees and their records in assigned departments.

Performs a full range of employment activities including posting position, screening, and analyzing candidates, determining salary offers, presenting salary offers, negotiating counter offers, scheduling physicals, requesting background checks, and preparing and maintaining new hire documents, onboarding, and maintaining test records.

Interfaces with assigned departments and oversees the administration of various HR initiatives ensuring integrity and maintaining related documentation and records.

Provides guidance and input on organization restructures, workforce planning and succession planning interfacing with HRComp as required.

Serves as a consultant to management in all areas of classification and compensation by providing guidance of City policies, as well as Federal, State, and local wage and hour regulations.

Reviews, approves, and enters personnel transaction requests for compensation related issues, such as for TSAs, new hires, promotions, and demotions.

This position does serve as a coach and mentor for other positions in the department.

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, in a timely manner.

Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Human Resources Management, Business Administration or Public Administration; and more than two (2) years' HR experience including the resolution of complex employee relations issues; or any combination of equivalent experience and education.

**LICENSING AND CERTIFICATIONS:** SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential preferred.

**KNOWLEDGE AND SKILLS:** Maintains in-depth knowledge of human resources principles and practices as well as the Employment Information Guide (EIG); compensation principles and policies; recruitment principles and practices; applicable federal, state and local laws, ordinances, codes, rules, regulations, and procedures; interviewing techniques; applicable HRIS software; applicant tracking systems; mathematical concepts; research methods and customer service principles legal requirements related to day-to-day management of employees, reducing legal risks, and ensuring regulatory compliance.

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

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

**WORK ENVIRONMENT:** This job operates in a professional office environment. This role routinely uses standard office equipment such as laptop computers and smartphones. 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.