



## Classification Specification Title: HR Business Partner

<b>Department</b>	<b>Human Resources</b>	<b>Grade:</b> GS.11
<b>Supervision Received</b>	<b>Director HR Operations</b>	<b>FLSA Status:</b> Exempt
<b>Supervisory Responsibility</b>	<b>None</b>	<b>Established:</b> Jul 30, 2018
		<b>Revision:</b> Apr 7, 2026

### 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 organization's 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:** The HR Business Partner 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.)*

Manages and resolves complex employee relations issues. 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.

Serves 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.

Conducts thorough, objective workplace investigations and prepares formal reports according to established protocols, representing the City in mediations, arbitrations, and legal proceedings.

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).

Guides 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 relations framework and environment.

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

Performs a full range of employment activities, including posting positions, screening, and analyzing candidates, determining salary offers, presenting salary offers, negotiating counter offers, scheduling physicals, requesting background checks, 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 guiding City policies, as well as Federal, State, and local wage and hour regulations.

Audits and processes personnel transaction requests—including TSAs, new hires, promotions, and demotions—to ensure accurate and timely compensation administration.

May 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.

**DEPARTMENT SPECIFIC DUTIES (if any):**

None

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Human Resources Management, Business Administration, or Public Administration with more than five (5) years of HR experience, including the resolution of complex employee relations issues; or any combination of equivalent experience and education. Direct experience with employee relations issues and conducting investigations strongly preferred.

**LICENSING AND CERTIFICATIONS:**

Valid Driver's License

**KNOWLEDGE AND SKILLS:**

Deep technical mastery of human resources principles, specifically regarding compensation, recruitment, and the City's Employment Information Guide (EIG). Understanding of federal, state, and local laws, ordinances, and regulatory codes to effectively manage day-to-day employee relations while mitigating legal risk. Proficiency in HRIS platforms and applicant tracking systems (ATS) is essential, as is the ability to apply mathematical concepts and research methodologies to data-driven HR tasks. High-level competencies in business acumen, ethical practice, and cultural awareness, paired with the consultative and communication skills necessary to manage complex professional relationships across the organization.

**PHYSICAL DEMANDS:**

Positions in this class typically require 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:  NO  Child Sensitive:  NO  Dept of Transportation (CDL):  NO

*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.*

*Revision History: 4/02/25; 10/20/23; 8/28/23*