

CITY OF CHATTANOOGA

Classification Specification Title: Senior HR Business Partner

Department: Human Resources

Pay Grade: GS.12

Supervision Received From: Director HR Operations

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 8/17/23

**Reviewed Dates: 4/4/25;
2/14/24; 10/20/23**

CLASSIFICATION SUMMARY:

The Senior HR Business Partner is defined as employees who are both highly experienced and able to provide expert guidance and service pertaining to highly complex and sensitive assignments and issues while ensuring independent judgment. The position serves as a lead for HR Business Partners and high-level consultant to management on human resource matters. The Senior HR Business Partner assesses and anticipates needs and issues while communicating in a proactive manner with City departments, management and other stakeholders to develop solutions. This position maintains an effective level of knowledge about the department's strategic goals, plans, and external influences. Senior HR Business Partner may be assigned supervisory responsibility over HR Business Partners, support and technical staff on a project basis.

SERIES LEVEL: This position is the third 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.)

Leads and directs staff ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations. Lead duties may include prioritizing and assigning work and ensuring staff is trained adequately. May serve in appeal proceedings involving grievance and disciplinary matters.

Advises administrators and department managers in sensitive and legally complex employee related issues and disciplinary matters. These areas may include, but are not limited to, performance of employees, Equal Employment Opportunity (EEO) issues, harassment, wage and hour violations, discipline, discrimination, wrongful termination claims and other issues that require employment law knowledge and expertise.

Provides interpretation and guidance to managers and employees on legal and policy matters. Processes and approves a variety of personnel actions, forms and reports. Analyzes legislation and regulations to determine effect on personnel programs and services; completes various government reports; assists in collection and tracking of data

Conducts 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.

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 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.

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; 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.

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.

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 five (5) 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 ability to apply Employee Information Guide (EIG); compensation principles and policies; recruitment principles and practices; applicable federal, state and local laws, EEO, 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. Able to interpret and administer grievances and complex issues. Ability to assist management to resolve and present personnel issues while maintaining high level working relationships with employees, administration and union representatives. Ability to prepare effective reports based on data analysis and communication.

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.