



Human Resources Business Partner

- Full-Time
- Colorado Springs, CO, United States
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OBJECTIVE

The **Human Resources Business Partner** is responsible for administering all phases of Human Resources management. High impact position supporting the leadership team in building workforce capability required to move the business through continued growth and change. This position advises management of assigned Divisions and Departments on the administration of human resource activities; acts as internal consultant by analyzing and recommending solutions to human resource issues relating to assigned groups. Develops, revises and implements human resource policies and procedures. Ensures assigned groups are in compliance with established policies and procedures, and assists in the planning and organizing of human capital needs. Prepares and maintains special internal and external reports as requested by leadership. Answers non-routine requests for information on policy interpretation. Assists with developing, coordinating and recommending changes for the improvement of workflow, and develops methods and procedures for compiling and analyzing data for reports and special projects. Conducts periodic audits of Human Resource activities to ensure compliance with policies and procedures. May plan, assign and/or supervise the work of others. May function as an assistant to assigned group leadership and/or the Vice President. May lead special and cross-functional project teams, and present training sessions related to assigned program or section area. Attends meetings, conferences and seminars, and participates in professional development sessions or seminars. Works on special projects and performs other duties as assigned.

QUALIFICATIONS

Minimum Qualifications: Applicant must be familiar with principles and practices of contemporary Human Resource Administration; successful experience in an HR Business Partner role or model is highly desired. Incumbent must have strong analytical and problem-resolution skills. Advanced interpersonal communication, both written and verbal, are required. Incumbent must have familiarity with office computer systems and MS Office Suite of programs. A valid Colorado driver's license is also required.

BA/BS degree and a minimum of eight (8) years experience in Human Resources or Employee Relations is required. BA/BS degree in Human Resources, Industrial Relations, or related field. MBA is preferred. HR professional certification is highly desirable. Familiarity with Colorado State and Federal Labor Laws required. Knowledge of corporate business operation and staffing structures is preferred. Multi-site and/or multi-unit HR oversight experience required. Is adept in ability to negotiate and communicate with corporate and business unit management in implementing HR objectives. Strong organizational skills and capacity to manage multiple, time-sensitive projects effectively. Demonstrated ability to operate and take ownership at the macro-level but also maintain mastery of the details. Has strong blend and understanding of talent management theory and practice. Strong Project Management, team leadership and meeting facilitation skills. Practical experience in administering various components of comprehensive Talent and Performance Management processes in large scale organizations, including assessment processes, data analysis, succession planning, and development planning. Incumbent will have practical experience in designing and implementing comprehensive Leadership Development programs in large scale

organizations, and demonstrated success working on teams and with multiple and changing priorities. Ability to analyze complex business issues and identify, design and implement appropriate interventions and solutions.

The Human Resources Business Partner must demonstrate a high level of energy and model integrity. The incumbent must have the ability to work cooperatively, demonstrating excellent organizational skills, and be creative and motivating. The incumbent must also conduct her/himself in a professional manner and maintain a professional appearance that enhances the firm's reputation.

Long day and weekend hours may be required; flexibility in schedule is also desired, as well as some travel to work sites, attending meetings and required training.

KEY RESPONSIBILITY AREAS

{Essential Functions}

- Assist in supporting key corporate and line of business financial metrics through active participation as a strategic HR Business Partner.
- Drive / support talent management platform, including support of Employee Surveys, implementation of Succession Planning, Talent Assessment, and related talent development programs for assigned Divisions and/or Departments. Partner with / lead Learning & Development efforts to improve and sustain the organization from within the business unit.
- Create and implement an annual strategic staffing plan which supports the financial plan for the line of business including full-time, part-time, temporary and contract labor management. Establish recruiting practices to effectively and efficiently meet the staffing needs of aligned business groups, mitigating succession risks and ensuring a robust short and long term leadership talent pipeline.
- Deliver total compensation programs that support a pay-for-performance philosophy and attract, motivate, reward, and retain key talent. Drive a total compensation philosophy including pay-for-performance, rewards and recognition, benefit value, and equity.
- Ensure enterprise-wide compliance with pertinent personnel-related laws and regulations.
- Ensure effective employee new hire and termination processing.
- Provide effective HR-related communication to employees.
- Formulate personnel policy revisions/additions.
- Lead / assist in resolution of employee disputes and complaints.
- Leads corporate wide-cross divisional Talent Management projects and initiatives with the goal of assessing and/or improving existing and/or new processes. Ensures linkages across all Talent Management practices thereby fostering a comprehensive approach and providing meaningful value to the business.
- Supervise staff as authorized.
- Assist in managing HR cost center yearly budget to maximize expense control and meet known critical delivery items and unanticipated items.

{Secondary Functions}

- Administers Human Resources sponsored employee functions.
- Coordinates various recruitment efforts including: developing internal job postings and external advertisements; screening, interviewing, and recommending applicants for employment; developing relationships with organizations that can assist with recruitment of personnel; attending job fairs to maintain company visibility in the job market and provide pool of candidates for available positions; and testing applicants for competency as necessary.

- Maintains knowledge of legal requirements and government reporting regulations affecting Human Resources functions.
- Responds to inquiries regarding policies, procedures and programs.
- May participate in new employee orientation sessions, and conducts exit interviews.
- Develops and maintains various reports and documents to provide current human capital information.
- Any other incidental Human Resources activities or projects as assigned.
- Works in a manner that is not disruptive to peers, supervisors and/or subordinates.
- Must be available and willing to travel to such locations and with such frequency as the employer determines is necessary or desirable to meet its business needs.

Qualifications

Education

Required

Bachelors or better in Human Resource Mgmt or related field.

Experience

Required

Multi-site and/or multi-unit HR oversight experience required.

Familiarity with Colorado State and Federal Labor Laws required

8 years: A minimum of eight (8) years experience in Human Resources or Employee Relations is required

A valid Colorado driver's license is also required.

Advanced interpersonal communication, both written and verbal, are required.

Applicant must be familiar with principles and practices of contemporary Human Resource Administration

Preferred

Knowledge of corporate business operation and staffing structures is preferred.

HR professional certification is highly desirable

Successful experience in an HR Business Partner role or model is highly desired

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