



Code: 1315
Family: Human Resources
Service: Administrative
Group: Statistical, Technical, and Analytical
Series: Personnel

CLASS TITLE: HR BUSINESS PARTNER - EXCLUDED

CHARACTERISTICS OF THE CLASS

Under direction, works as a strategic partner administering and overseeing human resources programs for a small City department or for a bureau in a moderate to large City department and supervising staff performing related human resources administrative, processing and payroll activities, and performs related duties as required.

ESSENTIAL DUTIES

- Acts as a department's human resources administrator, administering human resources programs in the areas of recruitment, compensation, employee relations, talent management, and workforce planning and/or supervising staff carrying out human resources activities, human resources processing and records maintenance
- Partners with senior leaders and managers to effectively integrate human resources expertise into a department's operations ensuring alignment with strategic goals and objectives
- Assesses department's staffing and personnel needs ensuring the optimization of talent and resources and participates in the development of the department's hiring plan and operating budget
- Works with managers to coordinate the interviewing, hiring and processing of departmental employees
- Prepares and oversees the preparation and processing of personnel forms to initiate personnel actions (e.g., appointments, promotions, separations, leaves of absence, accidents, medical and drug screens, other personnel transactions)
- Oversees the maintenance of timekeeping records and the preparation and processing of payrolls
- Interprets and responds to employee inquiries regarding benefits, pay and human resource programs and policies
- Develops and coordinates the onboarding/orientation, exit interview and offboarding process for department staff
- Acts as liaison and partners with other City departments regarding the processing of personnel and payroll actions and the administration of human resources programs
- Coordinates work efforts with the Department of Human Resources on matters relating to classification, recruitment/talent management, employee selection and hiring procedures, and other areas of human resource administration
- Partners with the Department of Human Resources, facilitating conversations between managers and employees regarding accommodation requests
- Works to ensure layoff processes are followed according to collective bargaining agreements
- Represents department at labor negotiation meetings
- Acts as a liaison with the Department of Law Labor Division to discuss outstanding employee grievances and issues
- Advises departmental managers and works to resolve and respond to issues relating to disciplinary action procedures, employee grievances, and disciplinary actions

- Prepares department's response to equal employment opportunity complaints and discrimination charges
- Oversees special programs or projects
- Keeps abreast of human resource policies, law changes, and procedures to ensure compliance with regulatory requirements
- Prepares or directs the preparation of various reports on human resources and payroll activities for use by management
- Processes and monitors unit's expenditures and maintains related budgetary records (e.g., tuition reimbursements, mileage checks, jury duty checks, petty cash reconciliation, purchase of supplies)
- May supervise staff engaged in performing personnel and payroll functions
- May serve in a specialized function for the department (e.g., facilities manager, telecommunications liaison)

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Human Resources Management, Business Administration, or a directly related field, plus two years of professional human resources experience, or an equivalent combination of education, training and experience.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- City's timekeeping and payroll processing policies and procedures
- City's collective bargaining units, agreements, and grievance process
- *human resources administration principles, policies, practices, and techniques
- applicable employee benefits policies and procedures

- applicable computer software packages and applications

Some knowledge of:

- *applicable federal (e.g., EEOC, FLSA, ADA) and state laws, regulations, and guidelines
- *collective bargaining principles, practices, and contract administration
- budget preparation methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MATHEMATICS – Use mathematics to solve problems
- MONITORING - Monitor and assess performance of one's self, other individuals, or organizations
- MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- INSTRUCTING - Teach others how to do something
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- RECOGNIZE PROBLEMS - Tell when something is wrong or is likely to go wrong
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- WORK WITH NUMBERS - Add, subtract, multiply or divide quickly and correctly

Other Work Requirements

- COOPERATION - Be pleasant with others on the job and display a good-natured, cooperative attitude
- CONCERN FOR OTHERS - Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job

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- **DEPENDABILITY** - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks
 - **INDEPENDENCE** - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
 - **ANALYTICAL THINKING** - Analyze information and using logic to address work or job issues and problems
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
January, 2020