



Code: 1335
Family: Human Resources
Service: Administrative
Group: Statistical, Technical, and Analytical
Series: Personnel

CLASS TITLE:

ASSOCIATE HUMAN RESOURCES BUSINESS PARTNER - EXCLUDED

CHARACTERISTICS OF THE CLASS

Under direction, works as a strategic partner providing professional human resources support for a City department, and performs related duties as required.

ESSENTIAL DUTIES

- Reports directly to a HR Business Partner-Excluded assisting in the administration of human resources programs (e.g., recruitment, compensation, employee relations, talent management, workforce planning, human resources processing and records maintenance, etc.)
- Coordinates with department managers to effectively integrate human resources expertise into a department's operations ensuring alignment with strategic goals and objectives
- Coordinates the department's staffing and personnel needs ensuring the optimization of talent and resources and assists in the development of the department's hiring plan and operating budget
- Works with managers to coordinate the pre-intake process, interviewing, hiring and processing of departmental employees
- Prepares 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)
- Maintains timekeeping records, processes, and maintains payroll documents (e.g., v rolls, vacation checks, etc.)
- Interprets and responds to employee inquiries regarding benefits, pay and human resource programs and policies (e.g., FMLA, VESSA, LOA, COVID 19, etc.)
- Conducts onboarding/orientation, exit interviews and offboarding processes 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
- Responds to employee grievances and disciplinary cases
- Works to ensure layoff processes are followed according to collective bargaining agreements
- Assists in the preparation of the department's response to equal employment opportunity complaints and discrimination charges
- Assists with Violence in the Workplace investigations
- Coordinates special programs and/or projects
- Keeps abreast of human resource policies, law changes, and procedures to ensure compliance with regulatory requirements

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- Prepares various reports on human resources and payroll activities for use by management
- 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 one year 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**

Some knowledge of:

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

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.

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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
September, 2021