

# HR Business Partner: HR Business Partner II

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May be responsible for the administration of areas such as: employment, employee relations, employee recognition, compensation, benefits, local benefits, EEO, personnel records, and/or training and development. Works closely with and/or provides advice and counsel to managers. Provides counsel and assistance to employees and management in HR issues guided by company's policies, procedures and practices. Obtains factual information concerning employee/management inquiries and employee suggestions and/or complaints. Coordinates employee transfers, status changes, new hire onboarding, conducts exit interviews, and provides recommendations for corrective action. Assists and/or advises management in the formal discipline or termination of employees. Administers company policy. Interprets and ensures compliance with local, state and federal regulations. Performs recordkeeping tasks. May perform recruiter responsibilities as required.

## **Knowledge**

Frequent use and general knowledge of industry practices, techniques, and standards. General application of concepts, and principles.

## **Problem Solving**

Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.

## **Discretion/Latitude**

Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.

## **Impact**

Contributes to the completion of organizational projects and goals. Errors in judgement or failure to achieve results would normally require a moderate expenditure of resources to rectify.

## **Liaison**

Frequent internal company and external contacts. Represents organization on specific projects.

## **Work Products (Examples may include but are not limited to)**

Coordinates and communicates company programs and policies. Task lead for committees. Collects and Analyzes HR data and makes recommendations to management.

## **Minimum Education and Experience**

3+ years directly related experience with a Bachelor's Degree in Human Resources, Business Administration or related field. Intermediate MS Word, PowerPoint and Excel skills.