

HR Business Partner

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.

Level 1		Level 2		Level 3		Level 4	
HR Business Partner I		HR Business Partner II		HR Business Partner III		Sr. HR Business Partner	
Knowledge	Occasional use and/or application of basic principles, theories, and concepts. Basic knowledge of industry practices and standards.	Frequent use and general knowledge of industry practices, techniques, and standards. General application of concepts, and principles.		Complete understanding and application of principles, concepts, practices, and standards. Full knowledge of industry practices.		Contributes to the development of new concepts, techniques, and standards. Considered expert in field within the organization.	
Problem Solving	Solves routine problems of limited scope and complexity following established policies and procedures.	Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.		Develops solutions to a variety of complex problems. May refer to established precedents and policies.		Develops solutions to complex problems which require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.	
Discretion/Latitude	Work is closely supervised. Follows specific, detailed instructions.	Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.		Work is performed under general direction. Participates in determining objectives of assignment. Plans schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.		Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.	
Impact	Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.	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.		Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.		Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources.	
Liaison	Contacts are primarily with immediate supervisor, and other personnel in the section or group.	Frequent internal company and external contacts. Represents organization on specific projects.		Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.		Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans, and objectives.	
Work Products (Examples may include but are not limited to)	Communicates company programs and policies. Participates on committee projects. Assists in conducting new hire orientation program.	Coordinates and communicates company programs and policies. Task lead for committees. Collects and Analyzes HR data and makes recommendations to management.		Interprets company programs and policies and creates communication materials. Researches programs/tools and develops plan of action. Conducts new hire orientations. Provides project management expertise for Business Area.		Participates in developing programs and implementing policy to help attain organizational objectives. Researches programs and outside resources and prepares proposals. Independently writes Performance Improvement Plans. Completes white papers on programs or processes.	
Minimum Education and Experience	1+ years directly related experience with Bachelor's Degree in Human Resources, Business Administration or related field. Basic MS Word, PowerPoint and Excel skills.	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.		6+ years directly related experience with a Bachelor's Degree in Human Resources, Business Administration or related field. Advanced MS Word PowerPoint and Excel skills.		10+ years directly related experience with a Bachelor's Degree in Human Resources, Business Administration or related field. Advanced MS Word PowerPoint and Excel skills.	