



# Human Resources Business Partner

## Job Description

Department: Human Resources  
Position: Career Service  
Grade: 726  
Supervisory: No  
Reports to: Director – Human Resources

### Summary

Under general supervision of the Director – Human Resources, performs human resource consultant work and supports assigned departments. Works in close proximity with employees and managers to develop strategic partnerships, deliver innovative solutions, and provide responsive customer service and availability to County departments. Incumbents serving in this classification ensure alignment with human resource strategies, programs, and initiatives.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Develop strategic partnerships with County departments to identify solutions to Human Resources needs; consult with department leadership, supervisors, and staff; provide HR guidance, as appropriate.
2. Coordinate with HR subject matter experts (SMEs) for assistance in the following functional areas:
  - a. Compensation
  - b. Payroll
  - c. Policy Administration
  - d. Benefits Administration
  - e. Employee Relations
  - f. Safety
3. Develop, oversee, and execute multiple HR projects involving key stakeholders, ensuring all impacted parties are included.
4. Attend regular meetings with respective department leadership and staff.
5. Analyze trends and metrics in partnership with the HR group to develop solutions, programs, and policies.
6. Oversee and resolve complex employee relations issues; conduct effective, thorough, and objective investigations.

### For Office Use Only

Job Code: 2080  
Job Title: Human Resources Business Partner  
FLSA: Exempt  
Effective Date: 11/13/2023  
Public Safety: No

Worker's Compensation: Clerical  
Background Level: II  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

7. Ensure County compliance with federal, state, and local employment laws and regulations; maintain knowledge of laws and regulations; review, interpret, and make recommendations for policy, process, or program improvements.
8. Maintain in-depth knowledge of legal requirements related to day-to-day management of employees; consult with the Utah County Attorney's Office, as needed.
9. Provide day-to-day performance management guidance to management, including coaching, counseling, career development, and disciplinary actions, as needed.
10. Work closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
11. Provide HR policy guidance and interpretation, as needed.
12. Facilitate personnel actions for new hires, promotions, and transfers.
13. Provide guidance and input on department structure, workforce planning, and succession planning.
14. Identify and implement training needs for business units and individual executive coaching needs.
15. Evaluate success of training programs; analyze and monitor programs; follow-up on training objectives; recommend and implement approved changes, as needed.
16. Develop techniques for compiling, preparing, and presenting data related to compensation, payroll, benefits, or other functional areas as assigned.
17. Provide comprehensive data analysis for special projects, as needed; provide explanation of data; identify trends and make recommendations based on projections.
18. Assist with the development of job descriptions; coordinate changes with department heads and the HR Compensation Team, as needed.
19. Provide excellent customer service to employees by responding to employee requests and questions in a timely and professional manner.
20. Work effectively as a team member with the other members of management and the Human Resources staff.

### **Knowledge, Skills, and Abilities**

- Knowledge of current human resource laws
- Knowledge of Utah County Human Resources Rules and Regulations
- Knowledge of Human Resources technology and systems
- Knowledge of research methods and techniques
- Skilled in Microsoft Office Suite
- Skilled in strategic planning
- Skilled in project management
- Skilled in conflict resolution
- Skilled in intermediate reading, writing, and math
- Skilled in researching and implementing human resource management best practices

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- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to conduct individual and group training
- Ability to maintain files, reports, and records
- Ability to make decisions free from personal bias
- Ability to maintain confidentiality
- Ability to multitask, prioritize tasks, and meet deadlines
- Ability to quickly shift focus and adapt to changing priorities
- Ability to work effectively under pressure

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work may expose incumbent to high stress situations, including contact with employees and others in confrontational, emotionally charged, or uncomfortable circumstances. The noise level in the work environment is usually moderate.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities for this job include close vision and ability to adjust focus. The employee works for sustained periods of time maintaining concentration and attention to detail. The employee is required to type, file, and lift supplies up to twenty (20) pounds. The employee occasionally drives a motor vehicle.

### **Position Type / Expected Hours of Work**

Some flexibility in hours may be allowed, but the employee is expected be available during the “core” work hours of 8:30 a.m. to 5:00 p.m., Monday through Friday, and must work eighty (80) hours each pay period to maintain full-time status. Occasional evening and weekend work may be required as job duties demand.

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**Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

**Required Education and Experience**

1. Bachelor's degree in Human Resources, Business Management, or a related field.
2. Four (4) years of experience working in human resources with experience in benefits, recruiting, compensation, payroll, training/development, or employee relations.
3. Equivalent combinations of education and experience may also be considered.

**Preferred Education and Experience**

1. Preference may be given to applicants who possess Professional in Human Resource Certification (PHR), SHRM-Certified Professional (SHRM-CP), or a related certification.
2. Preference may be given to applicants with a master's degree in Human Resources or a related discipline.

**Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

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**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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