

## ***HUMAN RESOURCES BUSINESS PARTNER (DOHR)***

### **Overview**

The Human Resources Business Partner (HRBP), under the direction of DOHR, works closely with the Agency leadership team and serves as a trusted advisor and consultant to management on human resources-related issues. The HRBP acts as an employee champion and change agent while representing/balancing the needs of the business. This position provides human resources support and communication to both management and employees in the areas of employee engagement, policies and procedure administration, retention, benefits, performance management and employee relations. The HRBP delivers high quality decisions and counsel consistently and appropriately to management and staff to maintain a productive and positive work environment and achieve optimal performance. The HRBP formulates partnerships across the HR function in order to deliver expertise and value-added service to management and employees that reflects the business objectives and HR priorities of the enterprise.

### **Work Activities**

- Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance. Partner with the legal department as needed/required.
- Oversees the ongoing operation of the agency's HR function.
- Develops and drives HR action plans that are aligned with DOHR.
- Fosters a culture that embraces differences, creativity, diversity, and engagement.
- Provides advice to and meet with employees who have an inquiry, concern or grievance that has not been resolved within their own team/group or that has been reported directly to HR.
- Partners with agency leaders and advises on policy and procedure administration including employee relations, time and attendance, performance improvement plans, payroll, staffing/employment, performance review process, compensation, benefits
- Provide HR support for voluntary and involuntary employee separations, reductions in force and exit survey process.
- Promotes support of HR initiatives and enterprise-wide objectives with a focus on coaching managers to enhance their leadership skills, reduce employment-related risk, and foster an environment that promotes employee engagement.
- Assists in the interpretation of policies and practices for implementation in the agency.
- Assures adherence to local legislation, regulations and statutory requirements.

### **Qualifications**

HRBP (1 &2): Graduation from an accredited college or university with a bachelor's degree and experience equivalent to substantial (five or more years of) full-time increasingly responsible professional staff administrative and/or analytic work including at least, one year of human resources work; qualifying full-time professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years; additional graduate coursework in human resources administration or other related acceptable field may be substituted for the required non-specialized experience, on a year-for-year basis, to a maximum of two years; OR four years of full-time increasingly responsible professional staff administrative and/or analytic work including at least, one year of human resources experience with the State of Tennessee.

HRBP (3 & 4):

- Bachelor's Degree in Business, Human Resources or related field required; Master's Degree in related field preferred
- A minimum of five to seven years of progressive HR leadership experience including broad knowledge in all HR areas including recruitment, employee relations, compensation and benefits, employee development, etc. required
- Strong business acumen with proven history of managing and directing complex HR operations and providing strong leadership in a team environment required
- SPHR or PHR is preferred
- Strong written and verbal communication skills required
- Proficient in Microsoft Excel, Word and PowerPoint required

Please submit resumes via email to Allie Thompson, [allie.thompson@tn.gov](mailto:allie.thompson@tn.gov)