

City of Fort Worth, Texas Job Description

Classification Title	Human Resources Business Partner		
Job Code:	PR3040	Job Family:	Professional
Pay Grade	613	Date Reviewed:	06/06/2019
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Serves as a consultant for senior management on all issues related to Human Resources (HR); provides proactive communication and serves as a change agent for the City; balances employee needs with business objectives to create integrated outcomes for business units; and, ensures consistent application of policies, processes, and systems throughout the City.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Develops City culture and ensures each business unit's employee engagement is aligned to the City of Fort Worth's Mission, Vision, Values and Goals. Maintains awareness of the culture, plans, financial position, and competition of the business units. Finds ways to build morale, improve workplace relationships, and boost productivity and retention.
2. Develops and nurtures partnerships through human resources to bridge the divide between management and employees. Partners with senior management and serves as a HR expert and consultant to identify, align, and drive strategic HR priorities to include change management, workforce planning, talent management and succession, organizational design and culture/engagement.
3. Supports multiple business units ensuring HR strategies, processes and practices are implemented and consistent. Assesses and anticipates human resources-related needs for the HR Department and business units. Collaborates with colleagues in the HR Department to develop policies, programs, and solutions.
4. Leads culture assessments to drive operational results. Conducts weekly meetings to check in with each business unit.
5. Analyzes employee engagement, employee turnover data, and other metrics to make sound improvements and recommendations to each Department Director and management team.

6. Consults regularly with management and provides guidance, when appropriate. Provides data, analytics, benchmark and industry knowledge to business discussions. Analyzes data trends and metrics to advise business decisions.
7. Coaches the management teams to enhance leadership abilities, relationships among teams/individuals, interpersonal communications and performance management. Identifies training needs and creates or procures professional development curriculum. Monitors related training programs to ensure that training objectives are met.
8. Provides and delivers innovative and integrated HR practices around critical business issues. Provides input on workforce and succession planning as well as plans business unit restructuring. Aligns the right structure and practices to help the management teams drive employee performance.
9. Partners with appropriate HR divisions to provide a full range of HR services in the areas of talent acquisition, employee relations, compensation/classification, benefits/wellness, safety/worker's compensation, and leadership/employee development.
10. Mediates and resolves employee relations issues; conducts thorough and objective investigations, when necessary. Manages employee relations issues including corrective actions, corrective coaching and leadership consulting.
11. Ensures regulatory compliance with legal requirements pertinent to the day-to-day management of employees; collaborates with the legal department, when necessary.
12. Interprets Human Resources policy to senior management.
13. Performs other related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Operational characteristics, services and activities of assigned human resources program or business units, including recruitment, employment services, classification and compensation, benefits, employee relations, general liability claims investigations, customer service and training and organizational development.
- Principles and practices of human resources management.
- Principles and practices of program development and administration.
- Methods and techniques of implementing special projects in assigned program area including tailored training programs, human resources information systems, compensation, classification and benefits studies, prohibited conduct investigations, reduction in force and related human resources issues.

- Mandated rules and regulations governing personnel programs including FLSA, ADA, EEO, affirmative action, ERISA, and related legislation.
- Modern office equipment including computers, and supporting word processing and spreadsheet applications.
- Operational characteristics of human resources information systems.
- Principles and practices of recordkeeping and report preparation.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
 - Effective communication, both orally and in writing.
 - Interpersonal relations.
 - Organization and time management.
 - Conflict resolution.
 - Computers and applicable software.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Oversee and participate in the management of a comprehensive human resources program for assigned business units including recruitment, employment services, classification and compensation, benefits, employee relations, customer service, or training and organizational development.
 - Interpret explain and apply City personnel policies, procedures, rules and regulations in assigned business units.
 - Apply principles and practices of human resources management.
 - Oversee, direct and coordinate the work of employees.
 - Act as a professional resource in assigned human resources program/business units.
 - Participate in the development and administration of business goals, objectives and procedures.
 - Prepare clear and concise administrative and financial reports.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendation in support of goals.
 - Research, analyze and evaluate new service delivery methods and techniques.
 - Operate modern office equipment including computers, and supporting work processing and spreadsheet applications.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in human resources management, public administration, business administration or a related field and five (5) years of human resources generalist experience supporting multiple business units, including two (2) years of administrative responsibility.

OTHER REQUIREMENTS

Valid Texas driver's license.

Certification in human resources management.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

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

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.