

Job Level	HR Solutions Business Partner	Professional Level III
Oversight Received	<ul style="list-style-type: none"> * Provide advice and coaching techniques to managers/supervisors regarding employee relations and employee advocacy through the application of personnel practices, policies and state/federal employment laws. * Position provides consultation advice on matters of administrative or operational significance to management. * Works under the direction of the Associate Director 	<ul style="list-style-type: none"> • Works independently • May serve as a resource for other professionals
Problem Solving	<ul style="list-style-type: none"> * Position follows federal and state regulatory and constitutional requirements and University policies. * Position uses judgment and discretion to advise and counsel managers/supervisors on employee relation matters. * Conduct effective, thorough and objective investigations; Assist in the investigation of grievances and complaints. Prepare reports of findings. * Act as a resource and work in partnership with the human resources team to ensure that the HR-related work at the organization/department level is in coordination with all other HR deliverables. * Partner with key resources to facilitate and coordinate FMLA, disability and workers' compensation cases and claims. * Implement projects, facilitate change management and advise stakeholders * Maintain records related to complaints and other related issues. * Track and report State Classified Performance Management metrics. 	<ul style="list-style-type: none"> • Defines and solves advanced problems with non-standard solutions
Interaction/Communication	<ul style="list-style-type: none"> * Conduct meetings to discuss unresolved issues and explore alternative solutions. Recommend a course of action to involved parties in consultation with Associate Directors in HR. * Receive and facilitate conversations with employees and/or managers/supervisors on the University's employee grievance process. * Work closely with HR and organization/department teams to provide input, support initiatives and share best practices to improve operational effectiveness * Provide training and assistance to managers/supervisors on the proper use of the performance management program. * Develop, deliver and coordinate organizational development and training services for organizations/departments and individual executive coaching needs. 	<ul style="list-style-type: none"> • Communication of complex concepts as a regular and primary requirement
University Impact	<ul style="list-style-type: none"> * The position coordinates with university departments and human resources to implement services, policies and programs that will support a high performance workforce. * Responsible for developing collaborative working relationships with internal customers (managers, supervisors and leaders) to deliver human resources value-added solutions, and act as point of contact with employees on human resources matters 	<ul style="list-style-type: none"> • Potential impact is across multiple departments or even University-wide
Typical Education	<ul style="list-style-type: none"> * Bachelor's degree from an accredited institution in Human Resources, Business, Public Administration or a related field; OR Bachelor's degree and two years of professional Human Resources experience. * (3) years of professional experience in employee relations and performance management 	<ul style="list-style-type: none"> • Bachelor's degree or advanced degree