

Metropolitan King County Council Classification Specification



Position: Senior Human Resources Business Partner	FLSA: Salaried, overtime exempt
Department/Site: Council Administration	Salary Grade: 125
Council Approved: 07/05/17	

Summary

The Senior Human Resources Business Partner designs, implements and monitors a variety of human resources programs; anticipating and planning for long-term human resources needs and trends in partnership with business management.

Distinguishing Career Features

The Senior Human Resources Business Partner provides senior level support to a variety of administration, business, and legislative functions. Responsibilities are within the human resources function as a generalist or focused on specialized programs or functions.

Essential Duties and Responsibilities

- Lead and manage the vacancy and recruitment plan for internal clients and acts as strategic advisor to internal clients at the business level on human resource issues which carry substantial risk and consequence.
- Provide comprehensive human services requiring in-depth knowledge or expertise in areas such as recruiting, labor and employee relations, training, workforce planning, compensation, leave, and performance management.
- Advise management on the formulation and administration of plans and policies for human resources activities and has significant impact and influence on human resource labor relations policy and program development.
- Conduct complex research and analysis, and prepare recommendations on assigned projects, including labor relations proposals.
- Perform other duties as assigned that support the overall objective of the position.

Qualifications

Required Knowledge and Skill

- Advanced knowledge and skill in decision making techniques and principles outside of existing guidelines and procedures, including considering risk factors and/or public scrutiny or exposure
- Advanced knowledge of current human resources best practices, methodologies, laws, and legal precedents, including nondiscrimination and civil rights
- Advanced knowledge of HR generalist functions or HR specialty, including employment, labor relations, training, staffing, classification/compensation and performance management
- Advanced skill in investigation, conflict resolution, and mediation techniques and principles
- Advanced skill in written and verbal communication including policy and procedure development

- Well-developed oral and written communication skills
- Working skill in handling sensitive issues while maintaining confidentiality
- Well-developed analytical, critical thinking and problem solving skills
- Well-developed interpersonal and customer service skills
- Working knowledge of and skill in using personal computers and common desktop productivity software
- Well-developed human relation skills to work productively and cooperatively with diverse teams, exercise extreme discretion when dealing with sensitive information, and exercise patience when dealing with internal and external customers, and conveying technical concepts

Required Ability

- Independently perform all of the duties of the position
- Interpret, explain, and apply pertinent laws, rules, regulations, policies, and guidelines
- Maintain confidentiality and effectively handle highly sensitive and personal information with sound judgement, tact, and discretion
- Work independently, consistently follow through with projects and assignments, and meet deadlines
- Effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds
- Recognize and demonstrate through actions and words the value that different perspectives and cultures bring to the County
- Attention to detail and accuracy
- Consistent attendance and punctuality
- Work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the Council and its services

Education and Experience

Bachelor's degree and/or any combination of education and extensive human resources experience that clearly demonstrates the ability to perform the job duties of the position. Some, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.