

CLASS TITLE: HUMAN RESOURCES BUSINESS PARTNER

Class Code: 02782805

Pay Grade: 35A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To serve as a consultant and subject matter expert to executive branch department and agency stakeholders on a variety of complex Human Resources (HR) matters that have wide-ranging impact and often involve interpretation and application of laws, regulations, policies and/or union contracts; to act as a strategic partner and a proactive HR advisor to executive branch department and agency leadership, and to provide direct, front-line HR leadership and support to assigned agencies in a variety of HR functional areas; to formulate and build strong partnerships across the Department of Administration (DOA), Division of Human Resources centers of expertise (COEs) to deliver value-added service that reflects the objectives of the organization; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a supervisor with considerable latitude for initiative and independent judgment in the utilization of professional standards and techniques; work is subject to review for satisfactory results and conformance to applicable guidelines and regulations.

SUPERVISION EXERCISED: Usually none; may lead or mentor employees as assigned.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To serve as a consultant and subject matter expert to executive branch department and agency stakeholders on a variety of complex Human Resources (HR) matters that have wide-ranging impact and often involve interpretation and application of laws, regulations, policies and/or union contracts.

To act as a strategic partner and a proactive HR advisor to executive branch department and agency leadership, and to provide direct, front-line HR leadership and support to assigned agencies in a variety of HR functional areas, including labor relations, discipline, employee relations, organizational development, strategic planning, employee performance, equal opportunity/diversity, personnel, talent acquisition, and other related areas.

To formulate and build strong partnerships across the Department of Administration (DOA), Division of Human Resources functional areas to deliver value-added service that reflects the objectives of the organization.

To conduct effective, thorough and objective investigations into allegations of employee misconduct, harassment, complaints, and other adversarial workplace situations.

To complete detailed investigative reports in which evidence is evaluated and conclusions are drawn, and to prepare written and verbal employment actions in response to such workplace investigations.

In partnership with agency management, to mediate, manage and resolve complex employee relations issues.

To provide day-to-day guidance to line management on employee matters, including coaching, counseling, career development, disciplinary actions, organizational development, and other areas.

To develop and nurture partnerships through HR to bridge the divide between management and employees.

To independently communicate or respond, both verbally and in writing, to complex inquiries and requests for guidance requiring the conduct of research and explanation of state statutes, union contracts, regulations and policies.

To testify at grievances, arbitrations, and in other adversarial hearings in order to represent agencies and/or the DOA Division of Human Resources, and to explain human resources policies, statutes, regulations, and systems.

To maintain in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance, and to partner with legal staff as needed/required.

To safeguard confidential information and to maintain the utmost level of professionalism and confidentiality in a variety of difficult or contentious situations.

To possess and maintain an effective level of business literacy about agencies' strategic plans, cultures, financial position, and operations as well as current and effective methods of HR administration.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of multiple human resource disciplines, including labor relations, engagement, discipline, investigations, organizational development, employee and union relations, diversity and inclusion, performance management and development, and federal and state employment laws; a demonstrated capacity to operate both independently and as a member of a team of professionals; advanced analytical thinking, problem solving and decision making skills; knowledge of the RI Merit System Act, Personnel Rules and State employee union contracts; a working knowledge of the rules, regulations and procedures affecting human resources and personnel administration and the ability to apply them; high standards of ethical conduct and superior levels of professionalism and confidentiality; the ability to communicate effectively both verbally and in writing, and to prepare cohesive written reports and analyses; the ability to establish effective working relationships with a variety of internal and external customers; the ability to shift priorities and change direction while still completing all required tasks in a timely and comprehensive manner; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Possession of a bachelor's degree from an accredited institution of higher education in Human Resources, Public Administration, Business Administration, Psychology, or a related field supplemented by certification or graduate coursework in human resources; and

Experience: Extensive employment providing progressive professional-level human resources guidance and services in a wide range of HR disciplines, including resolving complex employee relations issues.

Class Created: January 5, 2020