



JOB DESCRIPTION

<i>Title</i>	Senior Human Resources Business Partner			
<i>Department</i>	Human Resources		<i>Job Class</i>	M 6
<i>Driving Required</i>	No		<i>Safety</i>	No
<i>Labor Union</i>	Unrepresented		<i>FLSA</i>	Exempt
<i>Created</i>	January 2023	<i>Reviewed</i>	March 2023	<i>Revised</i> March 2023

Purpose

Performs complex professional, technical and confidential work required to administer a variety of human resources programs, including employee and labor relations, recruitment, classification and compensation, employee benefits, and protected leave.

Essential Functions

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Provides day-to-day HR support to departments in all aspects of human resources programs including labor and employee relations, compensation and classification plans, recruitment, selection, training, performance appraisal, coaching and progressive discipline, and general policies and laws regarding employment practices.
- Develops sound recruitment and selection processes. Assists managers and provides oversight in the planning and administration of recruitment efforts. Drafts job announcements, advertisements and recruiting brochures consistent with best practices; develops screening and interview questions, and may sit on, or observe, interview panels; provides guidance to managers when communicating verbal job offers, and ensures formal job offer letters are issued in conformance with best practice.
- May assist with the development of strategies and proposals for collective bargaining. Advise managers on the proper administration of labor contracts and grievance procedures. Support the county management team in negotiations.
- Prepares clear and concise reports, correspondence, policies, procedures, and other written materials. Interpret, write, and revise personnel policies for approval by the county manager.
- Conducts workplace investigations, exit interviews, and other feedback communication mechanisms.
- Prepares and delivers professional development training.
- Performs job analysis and classification reviews of new and existing positions, prepares and presents findings and makes recommendations. Writes new, or revises current classification specifications and job descriptions.



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- May serve on the Clatsop County safety committee.
 - May participate in employee recognition programs such as service, and safety recognition awards and events.
 - Research, analyze, and evaluate, new service delivery methods, procedures, and techniques; evaluate alternatives, and prepare staff reports to present findings, and recommendations
 - Organizes and prioritizes a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
 - Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
 - Establish, maintain, and foster positive and professional working relationships with those contacted in the course of work.
 - Perform other duties as directed.

Auxiliary Functions

In the event of a declared emergency by the Board of County Commissioners, the employee is subject to a temporary emergency assignment according to the emergency management plan, for which prior preparation or cross training may occur in an occasional "table-top" test exercise. The employee will return to their regular assignment upon the vacation of the declaration of emergency.

Education and Experience

Bachelor's degree from an accredited college or university with major course work in public administration, organizational development, business administration, human resources/labor relations administration or a related field AND at least three (3) years of experience in Human Resources management OR an equivalent combination of education, training, and experience.

Knowledge, Skills and Abilities

- Knowledge of all aspects of the principles, practices, and techniques of human resources in a public agency/local government.
 - Ability to interpret, apply, and ensure compliance with federal, state, and local policies, procedures, laws, codes, and regulations related to the field of human resources.
 - Ability to interpret and apply contract language accurately.
 - Skill in organizational and managerial practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
 - Ability to advise on principles and practices of employee supervision, including work planning, assignment, review and evaluation, and training staff in work procedures.
 - Knowledge of labor negotiations and working in a union environment.
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- Ability to deliver a high level of customer service to the public, vendors, contractors, and county staff.

Desired Qualifications

Previous experience in the public sector in a similar capacity. Human Resources Certification from Public Sector Human Resources Association (PSHRA) or from the Society for Human Resource Management (SHRM) is highly desirable.

Physical Demands

This position typically operates in a normal office environment, although, in a disaster situation, it may involve physically challenging work including climbing over rough terrain, walking, bending, jumping, and stooping.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

Typical working office environment.

Supervision Received and Exercised

Reports to the Human Resources Director. Does not directly supervise any positions, but may provide lead worker oversight on projects to other HR staff and/or volunteers.