

Job: Associate Human Resources Partner

Date of Issue	Jan. 2016 (Rev'd 11/18)	CBU	Non-Represented
Position No.	00023343	Job Family	08
Department	SOHR	FLSA	Exempt
Campus	University Services	Wage Grade	04

Primary Purpose of Position

The Associate Human Resources Partner (Associate HRP) is the entry level position in the Human Resources (HR) Partner model. The incumbent works under the direction of a Senior Human Resources Partner (SHRP) or alternative campus HR leader and is responsible for addressing University system, campus, and department needs with effective HR strategies. The position partners with HR Centers and HR Administrative Specialists to develop and administer HR solutions that support relevant strategic goals and provides HR generalist support to faculty and staff. The Associate HRP will provide reliable direction and counsel on HR related issues and/or services while ensuring consistency and compliance with policies and regulatory requirements.

The Associate HRP does not have supervisory responsibilities. A direct career development path for this role is succession to HRP based on availability, performance, and experience. The nature of the Associate HRP role focuses more on day-to-day implementation versus oversight and key decision making.

Essential Duties

- Addresses business needs with effective HR strategies and partners with the HR Centers to support the design and implementation of University HR strategic plans across assigned areas. Associate HRP's work in collaboration with HR Centers and HR Administrative Specialists under the direction of SHRPs to manage resources, deliver integrated solutions, and provide value-added services to management and employees.
- Collaborates with assigned University leadership and System partners to focus on results and outcomes of business strategies. Advises administrators and managers regarding all HR aspects including employee and labor relations strategies, policies, and procedures.
- Develops/Maintains a robust level of understanding and knowledge about the financial position, short-, mid- and long-range plans, and culture. Leverages business metrics to analyze and address staff issues, culture dynamics, talent needs, and trends.
- Provides education, training, and development support for managers and employees. Supports managers in assigned areas, identifies opportunities to improve and recommends alternative solutions.
- Conducts analysis and provides cross functional solutions to support the organization, including the areas of customer service (internal and external), people management,



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advocacy, conflict management, community relations, transparency, responsiveness, mentorship, employee engagement, and teamwork.

- Maintains an in-depth knowledge of all applicable State and Federal law, trainings, Affirmative Action plans, collective bargaining agreements, System Administrative Practice Letters (APLs), campus specific and System policies, and labor relations related to day-to-day management of employees.
- Manages and resolves routine employee relations issues. Conducts effective, thorough and objective investigations in compliance with University policy and procedure, collective bargaining agreements, State and Federal law and in partnership with relevant HR Centers.
- Remains well-informed about University and System mission and strategic plans as outlined by the Chancellor, Board of Trustees, and campus leadership and works to support the System's universities in their operational and academic strategic objectives.

Supervisory Responsibilities

None.

Reporting Relationship

Reports to the Director of Human Resources.

Knowledge, Skills, and Qualifications

Required:

- Bachelor's degree or equivalent combination of education and relevant experience.
- One year or more of relevant experience.
- Basic knowledge of human resources.
- Ability to communicate effectively with external and internal contacts, including presentation and facilitation skills.
- Exercises good judgment, diplomacy, and perceptual objectivity to make decisions effectively and appropriately. Aptitude to define problems, identify trends, collect data, and establish facts to draw valid conclusions.
- Experience working both independently and collaboratively to implement solutions.
- Previous experience leveraging a wide array of technologies and communication tools.
- Experience building productive relationships with internal and external customers.

Preferred:

- HR experience in a higher education setting or similarly complex multi-unit organization.
- SHRM-CP certification (and/or PHR)

Note: University Services reserves the right to assign reasonably related additional duties and to change or reassign job duties.



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Signatures

The signatures indicate the employee and immediate supervisor have reviewed the job description and had the opportunity to edit the document.

Employee: _____

Date: _____

Immediate Supervisor: _____

Date: _____