



# JOB DESCRIPTION

<b>Title</b>	<b>Senior Human Resources Business Partner</b>	<b>Created</b>	January, 2023
<b>Department</b>	Human Resources	<b>Revised</b>	March, 2024
<b>Job Class</b>	M 6	<b>Safety Sensitive</b>	No
<b>Labor Union</b>	Unrepresented	<b>FLSA</b>	Exempt

## **Purpose**

Performs complex professional, technical, and confidential work required to administer a variety of human resources programs, including: employee and labor relations, job analysis and classification, recruitment, policy development, employment law and compliance, training, and leave coordination.

## **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 the essential functions may be provided by the Human Resource Director or job announcement, if applicable.

- Provide day-to-day HR support and advice 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.
- 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.
- Prepare clear and concise reports, analysis, correspondence, policies, procedures, and other written materials. Interpret, write, and revise personnel policies for approval by the county manager.
- Conduct workplace investigations, exit interviews, and other feedback communication mechanisms.
- Prepare and delivers professional development training.
- Perform 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.
- Research, analyze, and evaluate, new service delivery methods, procedures, and techniques; evaluate alternatives, and prepare staff reports to present findings, and recommendations



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## ***Additional Functions***

- May serve on the Clatsop County Safety and Labor Management committees.
- May participate in employee recognition programs such as service, and safety recognition awards and events.
- 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 Function***

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.

## ***Required Qualifications***

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.

## ***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.

## ***Knowledge, Skills and Abilities***

- Knowledge of all aspects of the principles, practices, and techniques of human resources in a public agency/local government.
- Knowledge of labor negotiations and working in a union environment.
- Skill in organizational and managerial practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Skill in building and maintaining relationships with individuals and groups from all backgrounds and cultures.



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- Ability to interpret, apply, and ensure compliance with federal, state, and local policies, procedures, laws, codes, and regulations related to employment law.
- Ability to interpret and apply contract language accurately.
- Ability to advise on principles and practices of employee supervision, including work planning, assignment, review and evaluation, coaching and counseling, and training staff in work procedures.
- Ability to deliver a high level of customer service to the public, vendors, contractors, and county staff.

## ***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.

## ***Supervisory Responsibility***

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

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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