

JOB OPENING (JOB CODE: HR001)

[JOB TITLE:] Human Resources Business Partner

[SALARY RANGE:] Negotiable

[CONTACT:] Human Resources Dept., 2701 S. Chase Avenue, Milwaukee, WI 53207

[LOCATION:]

[STATUS:] Full Time

[TERM:] Regular

[CLOSING DATE:] Until Filled

[APPLICATION DEADLINE:] Until Filled

[NUMBER OF OPENINGS:] 1

[JOB TYPE:] Internal/External

[SUMMARY:]

The Human Resources Business Partner (HRBP) provides human resources guidance for assigned departments to ensure effective planning and implementation of key initiatives that affect the workforce. Through this work as an internal resource the HRBP will establish credibility with leaders as a valuable partner for business and people issues. The HRBP will effectively collaborate with other members of the Human Resources Team to develop and implement key strategies and initiatives to meet business objectives and/or manage a variety of human resources projects as needed.

[JOB DUTIES:]

- 1) Counsel leaders and management to ensure consistent application and integration of policies, procedures, practices, and the collective bargaining agreement(s). Counsel leaders on employee relations investigations.
- 2) Develop strategic and operational plans to achieve results and ensure alignment with company goals and objectives through training and development initiatives.
- 3) Consult with staff and managers regarding employee relations issues and initiate action plans to address and resolve issues.
- 4) Coach and advise staff and managers on matters regarding conflict resolution, relationship building, and effective communication.
- 5) Develop long and short-term staffing plans to meet the organizational needs of specific programs and grants.
- 6) Coordinate and/or facilitate site meetings, orientation programs, and employee training.
- 7) Support managers with the creation of job descriptions.
- 8) Conduct phone and in-person interviews as requested and assist with selection of hires
- 9) When appropriate, conducts appropriate and timely investigations regarding concerns brought forward, regardless of level within the organization.
- 10) Works collaboratively with the Human Resources Team to consistently apply practice across the organization as a whole and proactively solve challenges.
- 11) Participate in strategic initiatives and projects in support of overall strategic plan and resources to senior management team
- 12) Support HR and Finance Team(s) with creation and delivery of all HR related communications.
- 13) Attends meetings, seminars, workshops and perform other duties as assigned and required for business success.

[QUALIFICATIONS:]

- 1) Bachelor's degree in human resources or related field.
- 2) Certification in human resources, preferred.
- 3) Minimum of 4 years progressively responsible HR experience with generalist exposure to multiple HR functions, including hiring/recruiting, training and development, HRIS systems, regulatory compliance, benefits, and compensation.
- 4) Thorough knowledge of human resource management principles and best practices.
- 5) Knowledge of HR approaches, tools and techniques; ability to inform, guide and advise managers in HR-related initiatives.
- 6) The ability to think strategically and anticipate future trends, needs and expectations is required.

- 7) A continuous improvement mindset is required.
- 8) Strong knowledge of state and federal employment laws and procedures.
- 9) Excellent organizational skills and the ability to multitask within a fast-paced environment.
- 10) High level of self-initiative and sense of urgency coupled with a strong customer service orientation.

[CONDITION OF EMPLOYMENT:]

Employment with UMOS is contingent upon successful completion of a criminal background check prior to employment.

[CLICK HERE TO APPLY FOR THIS JOB.](#)

Equal Opportunity Affirmative Action Employer

04/29/21