

### **POSITION OVERVIEW**

Job Title: Sr. HR Business Partner  
Department: Human Resources  
Job Code: SRHRBP  
Reports to: Director, Human Resources  
FLSA Status: Exempt, Full Time  
Salary Grade: SRHRBP  
Location: Remote, USA  
Draft Date: March 21, 2025  
Revision Date: N/A  
Approved By: Christal Brown  
Role: Individual Contributor

### **POSITION SUMMARY**

The Sr. HR Business Partner is a strategic HR professional who acts as a trusted advisor and partner to the Practice's leaders providing advice, guidance, and support on all HR matters, including, employee relations, talent management, performance management, employment laws, compliance, organizational design, strategy and more. The Sr. HR Business Partner maintains an effective level of business literacy about the business unit's position in the market and its culture along with its competition.

### **POSITION DUTIES AND RESPONSIBILITIES**

- Develop and maintain effective relationships with key stakeholders, including teammates, leadership and other client group lanes
- Partner with business leaders to understand their needs and challenges, translating them into HR strategies and initiatives
- Support organizational changes by ensuring that employees are informed and engaged; Help leaders navigate change and address employee concerns.
- Ability to analyze complex human resources problems, consider alternatives and offer innovative solutions
- Advise senior management on HR-related issues and provide recommendations for improvement
- Works closely with leaders to manage and resolve employee relation matters, ensuring compliance with employment laws and Practice policies, to mitigate risk to both teammates and the Practice
- Oversee and lead the entire talent management cycle for client groups, including but not limited to, 9 box, succession planning, risk assessment, individual development plans, organizational design/development, training and development, implementation of any follow up items, etc.
- Assess and address talent gaps to ensure the organization has the right people in the right roles.
- Lead and participate in HR projects, ensuring successful delivery and timelines
- Ensure compliance with all HR policies, procedures and regulations
- Drives HR Goals & Projects; ability to work independently and take ownership of a process as well as mentor members of the HR team
- Ability to leverage HR metrics and analysis in order to drive business objectives; conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system or talent management system.
- Stay up-to-date on industry trends and best practices in HR; Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices
- Contributes to the development of recognition programs, career pathing, compensation analysis & culture development initiatives
- Performs other duties as assigned
- Up to 25% travel as needed

**DESIRED PROFESSIONAL SKILLS AND EXPERIENCE**

- Bachelor’s degree in Human Resources Management or a related field preferred or 5+ years of experience in the Human Resources field
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail
- Excellent time management skills with a proven ability to meet deadlines
- Must be a progressive thinker with demonstrated ability to manage multiple projects/tasks from inception to completion in a changing environment
- Immigration experience a plus
- Proficient use of Microsoft Office applications (Word, Excel, Outlook) & HR Specific software
- Domestic travel 10%
- Certification a Plus: PHR, SPHR, SHRM-CP, SHRM-SCP

**Physical Activities**

Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.

Never       Occasionally       Constantly

Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

Never       Occasionally       Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

Never       Occasionally       Constantly

Moving about to accomplish tasks or moving from one worksite to another.

Never       Occasionally       Constantly

Adjusting or moving objects up to 15 pounds in all directions.

Never       Occasionally       Constantly

Communicating with others to exchange information.

Never       Occasionally       Constantly

Repeating motions that may include the wrists, hands and/or fingers.

Never       Occasionally       Constantly

Operating machinery and/or power tools.

Never       Occasionally       Constantly

Operating motor vehicles or heavy equipment.

Never       Occasionally       Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

Never       Occasionally       Constantly

**Environmental Conditions**

Low temperatures.

Never       Occasionally       Constantly

High temperatures.

Never       Occasionally       Constantly

Outdoor elements such as precipitation and wind.

Never       Occasionally       Constantly

Noisy environments.

Never       Occasionally       Constantly

Hazardous conditions.

Never       Occasionally       Constantly

Poor ventilation.

Never       Occasionally       Constantly

Small and/or enclosed spaces.

Never       Occasionally       Constantly

No adverse environmental conditions expected.

Never       Occasionally       Constantly

### Physical Demands

Sedentary work that primarily involves sitting/standing.

Never       Occasionally       Constantly

Light work that includes moving objects up to 20 pounds.

Never       Occasionally       Constantly

Medium work that includes moving objects up to 50 pounds.

Never       Occasionally       Constantly

Heavy work that includes moving objects up to 100 pounds or more.

Never       Occasionally       Constantly

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my manager or a member of the Human Resources team.

I acknowledge that the job has been explained to me both verbally and in written format.

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Support Teammate's Signature

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Date