

A L A M O
C O L L E G E S

JOB TITLE: HR Partner
FLSA STATUS: Exempt

JOB CODE: 32906
GRADE: S13

Job Summary:

As a hands-on business partner, the HR Partner serves as an initial contact for employees and supervisors with questions and concerns regarding employee relations and other Human Resources issues. The HR Partner is accountable for administering and supporting policies, procedures and programs that will develop and sustain an inclusive, collaborative and high performance culture.

Essential Job Functions:

- Provides advice in the interpretation and application of federal, state and local regulations, and College District policy and procedure.
- Provides guidance and direction to supervisors and employees involving employee relations issues and concerns with the purpose of supporting business imperatives, enhancing performance, monitoring employee discipline and developing a high performance culture. Maintains activity database to analyze trends and opportunities for improvement.
- Conducts preliminary reviews/investigations of complaints of discrimination, harassment, retaliation, or other policy violations; makes findings and/or recommendations, assesses policy violations, maintains appropriate documentation and assists in issuing reports.
- Leads processes and programs related to human resources assigned to groups managing and supporting grant activity.
- Advises on all aspects of the employment process to include identifying personnel needs, job specifications, and job posting process, applicant qualifications, and hiring process.
- Reviews and approves Electronic Personnel Action Forms (EPAF) to ensure all personnel actions are applied consistently, and in compliance with policy/procedure and regulatory statutes.
- Provides a high level of employee assistance responding to questions regarding paid time off, Family Medical Leave (FMLA), Americans with Disabilities Act (ADA), and Employee Assistance Program. Partners with key resources to facilitate FMLA, ADA, Workers Compensation claims/cases.
- Develops and facilitates presentation of hiring briefings and other employee relations training to ensure compliance with policy and procedure and federal, state and local laws.
- Coordinates performance management, staffing and employee relations functions for assigned colleges, working closely with college administration in maintaining acceptable staffing levels to include planning, recruiting and hiring for vacant positions.
- Performs other duties as assigned.

Minimum Education and Experience:

- Bachelor's degree in a related field or discipline OR a combination of relevant experience, education and training that equates to the required degree.
- Three years' of directly related experience.

Preferred Education and Experience:

- PHR/SPHR certification preferred.

Licenses and Certifications:

Must possess valid Texas Drivers' License and be insurable through Alamo Colleges' insurers.

Knowledge, Skills and Abilities:

- Strong knowledge of federal, state and local employment laws and government compliance requirements.
- Effective oral and written communication skills.
- Ability to quickly develop trust, build relationships and gain respect at all levels of the organization, handling complex situations professionally and with diplomacy.
- Ability to evaluate courses of action and reach sound decisions/resolutions.
- Ability to work autonomously in a dynamic, fast-paced, results-oriented environment.

Supervision Exercised:

The employee is accountable for either (or a combination of) the leadership of a team or project leadership for an employee group.

Physical Requirements:

Work is performed within routine office environment with no exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Some stooping, lifting or carrying objects of light weight may be required.

Reviewed: 11/16/15

This job description is intended to describe the general nature and level of work performed by employees assigned to this classification. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Management retains the right to add or change the duties of the position at any time.