

## UW HEALTH JOB DESCRIPTION

### HUMAN RESOURCES BUSINESS PARTNER

<b>Job Code:</b> 350015	<b>FLSA Status:</b> Exempt	<b>Mgt. Approval:</b> A. Topel	<b>Date:</b> August 2021
<b>Department:</b> HR - Admin		<b>HR Approval:</b> S. Whitlock	<b>Date:</b> August 2021

### JOB SUMMARY

The Human Resources (HR) Business Partner provides consultative support for workforce issues that impact the overall operational strategy for the core business functions of the organization and the assigned client groups. The HR Business Partner serves as the primary point of contact to leaders related to human resource management, policies, procedures, employment law and fundamentals of all core areas of human resources and ensures ease of access to HR deliverables for clients. Specific consultative services that the HR Business Partner will provide include:

- Counsel and support in all areas of human resource management including staffing and retention, employee engagement, workforce safety, employee relations, talent planning, performance management, compensation, benefits, equal employment opportunity, affirmative action, organizational development, and compliance with employment and regulatory requirements. The HR Business Partner will call upon subject matter experts within HR to meet client needs as deeper analysis and support is needed.
- Consult and work with client group leadership to resolve human resources related issues and concerns impacting the work environment and a just culture for all staff.
- Develop strong and supportive relationships with key operational leaders.

### MAJOR RESPONSIBILITIES

- Partners with operational leaders, in collaboration with human resources' subject matter experts on talent strategies needed to meet the strategic and operational demands of the department. The HR Business Partner will conduct job analysis and consider organizational and job design to develop options for operational leaders to consider.
- Supports organizational initiatives by leading HR design and redesign efforts, including organizational structure development, position description, title structure, recruiting and supporting compensation decisions in alignment with strategic goals of the organization. Develops and implements an HR communication plan for these efforts.
- Leads or participates in activities including workforce planning, job development, educational needs assessments, policy development and interpretation, workforce data analysis, employee relations counseling, and conflict resolution, to support the effectiveness of departments within assigned client groups.
- As part of the job analysis, partners with Career Pathways and apprenticeship programs to attract talent to difficult to recruit positions.
- Analyzes and understands current workforce needs, proactively intervening, using workforce analytics for position forecasting.
- Coaches leaders to proactively complete succession planning in their areas.
- Mentors leadership competency development in alignment with UW Health Way.
- Coordinates functional areas of HR to work as a cohesive team in accomplishing common goals.
- Develops and executes strategies in collaboration with human resources' subject matter experts and organizational leaders to support the operational objectives of assigned client groups.
- In collaboration with Performance Management, provides consultation as needed to client leaders on employee relations issues of high complexity, and assists management with assessment of performance improvement needs and the development of associated action plans.
- Leads, coordinates and/or participates in policy review. Interprets HR policies and procedures and works with HR colleagues, and leaders on identified opportunities for policy, procedure, and process improvement.
- Assesses situations and environments within client groups affecting employee engagement and provides organizational leaders with advice and recommended courses of action based on operating guidelines, policies, and applicable law in order to create and maintain a positive employee environment. Provides necessary education and coaching to client leaders to support these recommendations and works with HR functional areas to provide required training opportunities consistent with other organizational priorities.
- Reviews and analyzes workforce and operational statistics on productivity, turnover, recruiting, patient satisfaction, employee engagement, exit interview data and other Dashboard measures to identify trends, activities, and potential issues within each assigned client group. Utilizes staffing mix standard work to guide leaders towards staffing approaches to achieve operational goals and outcomes.
- Works closely with HR leaders to enhance and facilitate key recruitment plans and maintains effective communication concerning all HR functional team efforts and client groups to support these efforts.

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- Works closely with Organizational Development to assist in succession planning, management of training content development, and training facilitation, as appropriate.

**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

### JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in a relevant area
	Preferred	Graduate degree in either human resource management, business, healthcare administration, law, or a similar program with an analytic focus
Work Experience	Minimum	Five years as an HR generalist or professional in a specialized role, focused on organizational design, employee relations, compensation, change management, talent management and recruitment/retention activities
	Preferred	Seven or more years as either an HR generalist, manager, or consultant in a complex healthcare organization with demonstrated expertise in at least three functional HR areas
Licenses & Certifications	Minimum	None
	Preferred	SPHR
Required Skills, Knowledge, and Abilities		
<ul style="list-style-type: none"> <li>• Strong knowledge of HR laws and regulations</li> <li>• Excellent relationship management as well as project management skills</li> <li>• Excellent communicator, high levels of emotional intelligence, able to provide specific guidance to clients while maintaining an environment of collaboration and partnership</li> <li>• Ability to understand business plans and to develop impactful HR solutions in response to those plans</li> <li>• Highly collaborative, able to build strong relationships with HR colleagues to drive results to the clients and HR</li> <li>• Ability to influence employees/leaders at all levels to drive outcomes</li> <li>• Critical thinking and creative problem solving</li> <li>• Demonstrated ability to manage multiple and sometimes competing priorities</li> <li>• Proven team player with excellent interpersonal communication and organizational skills</li> <li>• Strong analytical skills and experience with data analysis, metrics, and reporting</li> <li>• Strong ability to deal with ambiguity and lead others during periods of intense change</li> </ul>		

### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below.

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

N/A

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<b>X</b>	<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docketts,	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>

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	ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.			
	<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.