

**Family: Organizational Development**

**Level: AM4**

**Position Profile Title: HR Strategic Partner**

Salary Grade	Minimum	Midpoint	Maximum
7	\$72,216	\$99,336	\$126,456

**PROFILE SUMMARY:**

The HR Strategic Partner serves as a key consultant and trusted advisor to leadership in assigned units, and maintains a proficient level of literacy about the division's/college's financial operating position, its organizational plans, and its overall culture. Positions in this job profile are responsible for translating organizational priorities into defined actions for attracting, developing and retaining talent critical to the success of the division/college. These positions formulate partnerships and work in collaboration with university stakeholders and leadership to deliver strategic, value-added people solutions to leadership and employees that reflect the vision, mission, values and goals of the organization. The HRSP acts as a change agent while delivering integrated HR solutions.

**DISTINGUISHING CHARACTERISTICS:**

Positions serve as a consultant to administrators and management to provide guidance and advice in human resource functions, best practices, processes and staffing. Evaluates potential issues or service needs and proactively develops strategic plans or responses.

**PRIMARY POSITION RESPONSIBILITIES:**

1. Participates as a member of the leadership team to help ensure strategic goals are being driven through the organization. Provides consultation and advice for organizational design, change management, and implementation including employee impacts.
2. Partners with HR Centers of Expertise to design and deploy best in class programs for the organization.
3. Drives change through process and metrics-driven management.
4. Identifies training and development needs for the organization; Follows-up to ensure training objectives are met and appropriate support is in place; Participates in evaluation and monitoring of success of training programs and key initiatives.
5. Provides day-to-day performance management guidance to leadership including coaching, counseling, and performance management processes; Manages employee relations issues, partnering with Employee & Labor Relations as needed.

**PROBLEM-SOLVING AND DECISION-MAKING:**

Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have significant, broad implications for the management and operations of a division/entire organization; contributes to decisions on the overall strategy and direction of the entire organization.

Decisions impact:

- Functions across the University
- Department
- Direct team
- Vendors/Suppliers/Contractors
- Students/Parents
- Other External Agencies and Institutions



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**ACCOUNTABILITY:**

Expectations are defined by senior and division leadership in alignment with university mission, vision and strategies and the Office of Human Resources. Incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Supervises work of classified or unclassified employees, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity. Has responsibility for making decisions on hiring, termination and pay adjustments.

**RELATIONSHIPS WITH OTHERS:**

Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange detailed information or resolve varied problems. Applies creative problem-solving to address business needs and issues.
- Access and/or work with sensitive and/or confidential information.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict and promotes consensus among organizational stakeholders (e.g. employees, unit leaders, informal leaders) when proposing new initiatives, change or actions.
- Develop and maintain relationships with key contacts to enhance workflow and work quality
- Exchange routine, factual information and/or answer routine questions.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Manages the most effective and efficient way to accomplish tasks within the parameters of organizational structure, processes, systems, and policies.

**TYPICAL REQUIREMENTS:**

Bachelor's degree in related field and 5 years of professional experience with progressively responsible positions in management of human resources functions or and equivalent combination of education and experience.

**DISCLAIMER:**

The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.