



Tennessee Department of Human Resources (DOHR) seeks to fill the position of Human Resources Business Partner (HRBP) 3.

**Job Description:**

DOHR serves as the central human resources agency for state government, with the overall responsibility for major statewide human resources policies, processes and services.

The HRBP works closely with agency leadership, and serves as a trusted advisor and consultant on human resources-related issues and application of related policies. The HRBP acts as an employee champion and change agent while representing/balancing the needs of the business. The position provides daily oversight of HR service delivery to DOHR as an agency, and to other agencies as assigned. The position may develop and drive HR action plans in line with strategic initiatives and objectives.

This position provides human resources support to managers and employees in the areas of employee engagement, policies and procedure administration, retention, benefits, performance management and employee relations. The HRBP delivers high quality decisions and counsel consistently and appropriately to maintain a productive and positive work environment, and to achieve optimal performance. The HRBP formulates partnerships across the HR function in order to deliver expertise and value-added service to managers and employees that reflect the business objectives and HR priorities of the enterprise.

**Duties and Responsibilities:**

Workforce Planning

- Enable business unit leaders to anticipate and proactively manage the workforce capacity and capability needed to meet the agency's mission
- Organizational structure planning and deployment: reorganization, reduction in force, voluntary buy out, job/classification analysis, new position classifications
- Headcount Management - Proactively maintain budgeted headcount of frontline, technical and/or key positions through analysis of staffing trends (attrition, absenteeism, time to fill), attract talent through recruitment activities, efficient competency and behavioral based hiring processes

Talent Acquisition and Recruitment

- Establish and implement process to source qualified applicants to meet the employment needs of the organization, and identify the best applicant to fill an existing vacancy
- Develop recruitment sources/network, job posting and advertisement
- Pre-screen and identify top applicants

Performance Management

- Enable agency leaders to achieve business objectives by assessing, developing, and retaining high quality talent one employee at a time
- Leadership coaching for quality review of Individual Performance Plans (IPPs)
- Employee counseling
- Performance Management (PM) process, including document creation, reassignment
- PM tracking, reporting, communicating at each process step (IPP, Interims, Annual Review)

### Risk Management

- Identify and analyze HR-related risks; plan and implement response to prevent, avoid, transfer, or mitigate
- Compliance (OSHA, Workers' Comp, FMLA, ADA Accommodation, EEO); address work environment, unfair work practices, injuries

### Policy and Procedure Administration

- Consistent application, interpretation, and administration of DOHR rules, policies, procedures, and processes
- Includes employee relations, time and attendance, payroll, staffing/employment, compensation, benefits, in/voluntary separations, reductions in force, and exit surveys

### **Qualifications:**

- Bachelor's Degree in Business, Human Resources or related field required; Master's Degree in related field preferred
- A minimum of five to seven years of progressive HR leadership experience and broad generalist knowledge in all HR areas including employment law, recruitment, employee relations, compensation and benefits, employee development, etc. required
- Strong written and verbal communication skills required
- Proficiency in Microsoft Office required (Excel, Word and PowerPoint)
- Strong business acumen with proven history of managing and directing complex HR operations and providing strong leadership in a team environment required
- SPHR or PHR preferred

**All interested candidates should submit: 1) a resume, and 2) cover letter expressing interest and qualifications for the position to Dora McCary at [dora.mccary@tn.gov](mailto:dora.mccary@tn.gov) by close of business Monday, November 21, 2016.**