

Human Resources Business Partner

Location: New Castle, DE

**Salary: \$53,742 to \$63,226 (Grade K)
(Commensurate with experience and skills)**

Opening Date: April 1, 2019

Closing Date: April 15, 2019

I. POSITION SUMMARY

The Human Resources Business Partner (HRBP) is responsible for contributing to the alignment of business objectives with employees and management across and within all of Delaware River and Bay Authority's operations to achieve the Authority's strategic objectives. This position possesses a human resources generalist background with emphasis in providing human resources recommendations, guidance, and direction to assigned business functions and/or operational departments. This position is a business partner and HR Lead with the business management teams in providing effective customer-focused HR support to achieve business objectives. The HRBP serves as a consultant to management on human resources-related issues. Typical responsibilities include, but are not limited to, employee relations, labor relations, performance and compensation management, talent management, organizational design, employee development initiatives, coaching or counseling support, human resources incident investigation, and policy interpretation/application. The successful incumbent in this position will be an employee champion and as necessary be a change agent. This position assesses and anticipates human resources-related needs and communicates these needs proactively with the Human Resources Department and business management teams to develop integrated solutions. This position formulates partnerships across the human resources function to deliver value-added service to management and employees that reflect the business objectives of the Authority. This position serves as the liaison between management and union groups within the Authority. The nature of this work is highly confidential and requires professionalism and discretion in interfacing with employees, management, unions, and external customers. The HRBP reports directly to the Employee Relations & Compliance Manager and works under the support of the business unit/functional department head(s).

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- As Business Partner and HR Lead, works with Authority management teams to plan and implement programs to meet human resources requirements to support short- and long-term business needs
- Attends business unit/departmental meetings to promote a continued harmonious working environment
- Provides recommendations, guidance, and direction to assigned business unit/departments for the purpose of complying with HR policy and applicable labor law; assists business units in meeting organizational and operational goals, objectives, and identifying/resolving needs
- Is HR Lead in review and recommendation of business unit/department organizational development and structure
- Is the first point of contact for employees for all employee relations/labor relations concerns
- Reviews existing Authority HR and business/functional specific (as relates to HR) policies, procedures and programs and initiates proposal of improvements

- Develops, revises, or drafts proposals, policies, and procedures relating to employee relations and labor management
- Coordinates with department on the implementation of newly drafted HR policies, proposals or work procedures; assists with refining and maintenance of the Authority's employee relations toolkit
- Interprets, implements, maintains and monitors compliance of Authority HR policies and procedures and ensures compliance with applicable Federal and state labor regulations, and union contracts
- Investigates, researches, and analyzes issues, complaints and grievances and assists business/departments in resolving potential complaints and grievances; coordinates with HR staff and outside counsel to conduct and document investigations (telephonic or on-site) into workplace complaints
- Assists with internal audits of employee relations concerns working with the appropriate cross functional teams for review, such as employee turnover, hiring, transfer, and promotion practices, exit interviews, etc. to identify trends or situations that require training, counseling, etc.
- Coordinates and administers regulated and non-regulated random drug testing and occupational health requirements for assigned departments
- Oversees salary administration processes for business operations employees (includes collection of data and maintains seasonal/casual wage plan to ensure competitive wages); may conduct compensation reviews (including desk audits)
- Coordinates benefits administration processes for business operations as needed
- Assists management in counselling employees on attendance, appearance, attitude, performance, work ethic, and other related issues
- Ensures proper coordination and assists with needs assessment to facilitate all staffing of casual and full-time employees for business operations
- Ensures proper coordination and assists with needs assessment for all training for employee/management development
- Conducts exit interviews with employees leaving employment
- Prepares necessary reports and correspondence; makes presentations to business unit/departments
- Keeps abreast of current knowledge of human resources, labor relations, compensation programs and of local, state, and federal labor laws, regulations and trends
- Contributes to team effort by accomplishing related results as needed in an effective and efficient manner
- Assists with other duties as required
- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Demonstrated knowledge of variety of Human Resources concepts, practices, and procedures
- Demonstrated knowledge of all federal, state, and local government laws, rules, and regulations as they relate to labor relations, employee relations, and compensation
- Demonstrated knowledge of labor-management practices and fact-finding methods
- Working knowledge of compensation practices
- Strong interpersonal skills with the ability to develop and maintain effective relationships and to build a positive rapport with all levels of the organization
- Extreme ability to maintain confidentiality
- Effective oral and written communication skills with the ability to communicate in a clear and concise manner, including the ability to facilitate meetings, trainings/workshops, etc.

- Strong analytical and problem-solving skills with the ability to work independently or effectively in a team environment (assists in analyzing data and evaluating factors to solve problems of a diverse nature and scope)
- Strong organization, project, and time management skills with ability to prioritize and handle multiple projects simultaneously to completion
- Demonstrated effective computer skills in Microsoft Office (Word, Excel, Access, Outlook, and PowerPoint)
- Ability to influence and be creative
- Ability to provide excellent customer service skills

IV. REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree from an accredited college or university with major course work in Business Administration, Human Resources, Public Administration or related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities
- At least three (3) years of direct experience in Human Resources, Labor Relations, or Employee Relations experience; five (5) years preferred
- Demonstrated knowledge and ability to interpret and apply employment law (i.e., FLSA, ADA, Title VII, FMLA, etc.)
- Experience with labor unions
- Experience with public sector a plus

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATIONS

- Valid Driver's License
- Professional Certification preferred (i.e., SHRM-CP/SCP or SPHR/PHR, EEO, ACA)

VI. SPECIAL REQUIREMENTS

- Subject to a background investigation and pre-employment physical including drug test
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay
- Available to travel to different Authority facilities as needed
- Available to support business operations outside of normal business hours as needed

If you are interested in applying for this position please complete the on-line application at www.drba.net. In addition, please attach a resume to the completed application.