

Job Title:	Human Resources Business Partner	FLSA Status:	Exempt
Department:	Human Resources	Reports To:	VP Consulting Services
Division:	Headquarters, Dallas, TX	Supervises:	No

JOB SUMMARY

Develop, enhance, and execute Human Resources systems and activities for internal and external clients. These activities include, but are not limited to, management-level training, development and delivery; employment record management, employee and/or labor relations, benefits administration, recruiting, safety coordination, payroll processing, client auditing, and special projects as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The statements on this job description are intended to describe the general nature and level of work being performed by incumbents. They are not an exhaustive list of all responsibilities, duties, and skills required by all incumbents. Incumbents may perform other duties as assigned.

May be responsible for any or all of the following:

- Provide Human Resources consulting services to clients in a broad range of general Human Resources disciplines. Consult with internal and external clients to determine organizational needs, develops and implements appropriate solutions and processes.
 - Conduct HR Risk Management Audits to include on-site analysis of human resource and payroll compliance/functions, preparation of Project Management plans and timelines and delivery of the Executive Summary with recommended actions to client.
 - Implement corporate HR policy at the business unit/ customer site level, concentrating in the areas of benefit plan development and implementation, and targeted strategic recruiting.
 - Support the development and deployment of effective benefits programs for a variety of client groups, focusing in the small to mid-size company market space.
 - Support hiring managers through management of effective recruitment strategies and campaigns, to include: position and job description development; targeted candidate sourcing and screening; group interview process management; and on-boarding process coordination and execution.
 - Partner with other members of the Human Resources consulting staff to develop and deliver effective and compelling training and development programs/ seminars to varied audiences including mid- and senior level management.
 - Conduct research and analyze data on assigned projects, and produce summary reports for submission to company executives and clients.
 - Resolve employee relations issues through a systematic approach. Counsel employees and managers concerning work-related problems, conduct exit interviews, provide coaching and counsel to management.
 - Set up and maintain records for EEO and Affirmative Action reporting requirements.
 - Coordinate temporary personnel requisitions based on company policy and procedures. Work with supervisors to ensure compliance with temp agreements.
 - Analyze payroll needs of clients, implement HRIS system account set up and process payroll as needed.
 - Develop prospective client contacts and participate/drive sales presentations as a Subject Matter Expert.
 - As needed, manage the coordination of client and employee events at designated location. This includes employee meetings, training sessions, client lunches, etc.
 - Assist in special projects and additional duties as assigned.
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ADDITIONAL QUALIFICATIONS:

EDUCATION and/or EXPERIENCE

- BA / BS in Human Resources or related field.
- 5-7 years of demonstrated HR generalist experience with degree/without degree 9 – 11 years of demonstrated HR generalist experience.
- 3-4 years of Business to Business consulting experience in the Human Resources field.
- PHR / SPHR certification obtained or in-process.

LANGUAGE AND COMMUNICATION SKILLS

- Must have articulate, grammatically- and syntactically-correct, written and verbal business-level communication capabilities.
- Demonstrated ability to deliver management level training courses/ seminars. Bi-lingual capability is desired (Verbal and written, English and Spanish fluency).

COMPUTER SKILLS

- To perform this job successfully, an individual should have an accomplished knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook) Microsoft Project, familiarity with HRIS and payroll systems (UltiPro; ADP, Paychex, Paycom), on-line recruiting systems and methodology (AIRS or other).

PHYSICAL AND TRAVEL DEMANDS

- This employee must occasionally lift and/or move up to 50 pounds.
- Travel to client locations and professional networking events (local, state, and national) is required (up to 25%), including ability to travel and work weekends as needed.
- Must maintain a valid Texas driver's license and have reliable transportation.

WORK ENVIRONMENT

- An employee in this position works in both an office environment with heating and air conditioning, and on-site at client locations, in support/ execution of assigned duties.
- Must have transportation to and from work locations throughout the DFW Metroplex as requested without notice to participate in internal and external client meetings, training sessions, client lunches, etc. as requested.

BACKGROUND CLEARANCE

- Must be able to pass annual background checks and submit to random drug testing.

Pursuit of Excellence, Inc. is an Equal Opportunity Employer.
Qualified minorities, women, and veterans are encouraged to apply.