



Human Resources Business Partner

Job Order 601715
July 6, 2017

Department: Human Resources
FLSA Status: Exempt
Salary Grade: D

Reports To: Director, Talent Management
Amount of Travel Required: 2-4 days per month
Positions Supervised: Benefit Eligible, part-time and work study staff in Human Resources as appropriate.

LOCATION: Green Bay

STANDARD HOURS: 40 hours per week. Monday - Friday 8 to 5; Flexibility to work evenings and weekends as needed.

MINIMUM STARTING SALARY*: \$69,993 per year

**Current benefit eligible employees will be placed within the pay range based on their current rate/range.*

Required online application available on website: www.nwtc.edu/jobs

Location: Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, Green Bay, WI 54307-9042. All postings are considered current and available until removed from the website.

Northeast Wisconsin Technical College is committed to promoting a learning environment where employees and students of differing perspectives and cultural backgrounds pursue career and academic goals embraced in an environment of respect and shared inquiry.

The College is seeking to attract ethnically diverse instructors and staff who can inspire our increasingly diverse student population.

POSITION SUMMARY

Human Resources contact for assigned area of the College. Primary responsibilities include consulting, facilitating and partnering with leaders and employees in order to develop and maintain an engaged workforce that meets the college's objectives and embraces the college's values. Assess and anticipate Human Resource related needs and seek to develop integrated solutions. Partners with other Human Resource subject matter experts to provide value-added services that reflect the College's strategic priorities.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the functions identified in the job description.

Essential Functions Statement(s)

- Serve as the primary contact for human resource needs (employee relations, performance, legal interpretation, etc.) for supervisors and employees in the assigned divisions.
- Collaborate with division leaders to build trust and mutual respect that enables success for each other while making students our top priority. Develop workforce framework strategies of empowerment, life/career blending, opportunities to maximize potential, etc. to foster an engaged workforce.
- Develop workforce framework to support recruitment and retention of an engaged workforce, assuring faculty meet Faculty Quality Assurance, Higher Learning Commission, and accreditation standard requirements upon hire.
- Support the development and implementation of standard operating practices consistent with the workforce framework, needs of the College and the divisions, and consistent with state and federal laws.

- Consult with supervisors and facilitate resolution of employee issues involving employee relations, performance, employee development, recruitment, and organizational structure.
- Work collaboratively with division leaders to identify and fill open positions, identify staffing alternatives, and to prepare for the future workforce needs, including capacity and capability.
- Participate in team and leadership meetings in the assigned divisions to understand day to day operational issues and to support a collaborative business relationship with the division. Facilitate the identification of workforce implications of the division's strategic plan. Participate in administrative leadership meetings, strategic planning sessions, and budget discussions.
- Manage complex employee relation issues and partner with College attorney on legal situations.
- Prepare and present training activities related to general human resource needs, i.e. employee relations, policy interpretation, performance management, etc.
- May provide supervisory responsibilities for work teams within Human Resources
- Work collaboratively with Compensation and Benefits team members on the development of pay levels and administration of Family Medical Leave.

POSITION QUALIFICATIONS

Competency Statement(s)

- Values - Demonstrate behaviors and action that support the College's values - Customer Focus, Everyone Has Worth, Passion and Inspiration, Collaboration, Emotional Intelligence, Results and Accountability, Valuing Talent and Well Being, and Ethics.
- Student Success – Demonstrate behaviors and actions that support student recruitment, retention, and student success initiatives.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Conflict Resolution – Ability to deal with others in an antagonistic situation.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Decision Making – Ability to make critical decisions while following company procedures.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Tolerance - Ability to work successfully with a variety of people without making judgments.

SKILLS & ABILITIES

Education: Bachelor's Degree in Human Resources, Business, Communications, Organizational Development or a related field.

Experience: Five years of related Human Resources experience. Experience in Higher Education and/or Manufacturing strongly desired.

**An equivalent combination of education and work experience may be considered.*

Certificates and Licenses

PHR or SPHR certification is preferred.

Computer Skills

Microsoft Office Suite; Familiarity with HRIS systems

Other Requirements

Must hold a valid driver's license and be insurable under the District's standard insurance policy terms.

PHYSICAL DEMANDS

Physical Demands

		Lift/Carry	
Stand	O (Occasionally)	10 lbs or less	F (Frequently)
Walk	O (Occasionally)	11-20 lbs	O (Occasionally)
Sit	C (Constantly)	21-50 lbs	N (Not Applicable)
Handling / Fingering	C (Constantly)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)		
Climb	N (Not Applicable)	Push/Pull	O (Occasionally)
Crawl	N (Not Applicable)	12 lbs or less	O (Occasionally)
Squat or Kneel	O (Occasionally)	13-25 lbs	N (Not Applicable)
Bend	O (Occasionally)	26-40 lbs	N (Not Applicable)
		41-100 lbs	N (Not Applicable)

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes.