



**Division:** Administration  
**Department:** Human Resources  
**Position Title:** Human Resources Business Partner  
**Reports To:** Human Resources Director  
**FLSA:** Non-Exempt

**General Description:** The Human Resources Business Partner (HRBP) position is responsible for aligning business objectives with employees and management in designated business units. The position serves as a consultant to management on human resource-related issues. The successful HRBP acts as an employee champion and change agent. The HRBP will perform a broad range of human resources office support activities for the human resources administration office. The HRBP will facilitate the efficient operation of the organization. Additionally, will provide support to the Human Resources Director to assist as the administrative support.

The Human Resources Business Partner will partner with the respective business teams to implement and administer HR programs in a variety of areas including onboarding, employee relations, compensation, team engagement, performance management, talent development, and employee retention. This position will serve as the first line of support for day-to-day inquiries of UHC team members and assist in guiding on routine matters. The Human Resources Business Partner should be a highly customer centric individual with a bias towards change and the ability to assist in propelling team success. Perform broad professional human resources tasks to support policies and programs including onboarding, compensation, performance appraisal processes, complaint investigation, and data analysis. Assist in ensuring compliance with state and federal requirements; support implementation of HR initiatives involving organizational culture, change management, leadership development, and career development.

**Principal Tasks:**

Prepares reports by collecting, analyzing, and summarizing data and trends; work with leaders to effectively create performance plans, ensure effective documentation and collaboration with compliance and/or legal; conducts necessary workplace investigations, and ensures effective tracking and responses to claims; owns administrative activities including HR reporting, metrics, verifications, headcount, and exit process and employee transactions. This position will also require skill in the delivery of classroom presentation and training materials.

**Other tasks include:**

- Ensure that all clinical personnel are documents are received for credentialing and privileging.
- The supervisor may assign other appropriate tasks from time to time.

**Qualifications:** A bachelor's degree from an accredited university/ college is the minimum education requirement, but a master's degree from an accredited university/ college is preferred for career advancement with additional related training preferred. Basic understanding of human resources functions, including reporting and recordkeeping requirements. Knowledge of all related computer

applications. Excellent communication and public relations skills. Bilingual (English/Spanish) communication skills preferred.

Interest in and commitment to disenfranchised individuals and communities. Willingness to work in a multi-cultural setting and possess the ability to relate well to a diverse patient population and staff team.

**Performance Expectations:** All UHC employees are expected to be dependable, observing their work schedule without excessive absenteeism/tardiness; cooperative and courteous with the public, co-workers and supervisors; flexible in learning new tasks and adapting to changes in the work environment; and responsible in completing assigned duties. In addition, employees are expected to adhere at all times to the standards of conduct outlined in the UHC Personnel Policies Manual; paying special attention to the policies on patient/client confidentiality, patient/client rights, work safety/infection control, and continuous maintenance/upgrade of work-related knowledge and skills. Employees are regularly evaluated on these expectations.

**Need for Accuracy:** This position requires a great deal of accuracy in ensuring compliance with numerous Federal and State laws and regulations as well as UHC employment policies and procedures.

**Consequence of Error/Negligence:** Employee error/negligence can cause financial/legal loss to UHC. Examples of error/negligence include: failure to comply with employment laws and regulations, failure to verify employee's criminal record and/or employment references, breaching employee and company confidentiality policies.

Errors arising from the employee's negligence can result in disciplinary action--up to and including termination of employment.

**Physical Activities:** With or without reasonable accommodations, this position requires the employee to perform the following life activities: stand, walk, reach, grasp, feel with fingers, talk and hear. Visual acuity must be sufficient to read small print, complete pre-printed forms, and operate office equipment. The employee must be able to lift up to 20 pounds occasionally and up to 10 pounds frequently.

**Work Environment:** Over 90% of work time will be spent inside a heated/air-conditioned, smoke-free office setting. The employee is subject to noises produced by office equipment (e.g., copying machine, computer printers, etc.).

**Supervisor:** Director of Human Resources