



Position Information

Employee Name:

Position Title:

HR Business Partner Manager (HRBP)

Program:

Corporate HR

Work Unit:

HR Business Partner

Classification:

Supervisor II

Report To:

Manager II

Collective Bargaining Identifier (CBID):

S01

Fair Labor Standards Act (FLSA) Status:

Not Covered, Exempt. Work Week Group E

Special Requirements

Conflict of Interest Designation: Yes

This position is designated under the State Fund Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may have a material effect on personal financial interests. The selected candidate is required to complete the Statement of Economic Interest—Form 700 within 30 days of appointment and once per year thereafter.

Bilingual Position: Not applicable.

Rotational Assignment: Not applicable.

Program Information:

Provide a brief description of Program. Include the Program's main functions, and information on how the Program fits within and contributes to State Fund as a whole. Resource: Worksite/Corporate Programs.

Purpose/Scope:

Under the general direction of the Manager II, the Supervisor II (HRBP) acts as a strategic business partner and a senior trusted advisor to the Executive Committee (EC) and Senior Leadership Team (SLT) team. In this role, the HRBP provides consultation, expert insight, and strategic advice to the EC and the SLT statewide. HRBPs influence, improve, proactively drive strategies within talent management, organizational effectiveness, and leadership capabilities.

At the highest and most critical levels within the organization, ensure department (program) success in achieving business goals by leveraging Human Resources, Administrative programs (Communications, Facilities Strategy & Operations, Enterprise Procurement, Business Services, and Government Affairs), and all cross-functional partners (i.e. Finance, Innovation, Enterprise Project Management, Customer Experience, Information Technology, Legal, and Enterprise Security). Strategically consult with and advise EC and the SLT to develop goals and solutions on the most

complex objectives, benchmarks, and success measures in support State Fund’s business initiatives. Including, but not limited to:

- Lead critical team projects and consulting/advising executives ineffectively achieving the department’s objectives
- Lead a team and facilitate the alignment of personnel activities with the strategic objectives of the Executive Committee and Senior Leadership Team
- Oversee and manage executive-level personnel activities, ensuring that HR strategies are effectively implemented to support leadership goals and organizational growth
- Serving as an internal partner/trusted advisor to executives to develop department, program, regional and organizational goals
- Address complex focused recruitment and retention challenges at the EC and SLT levels of leadership (e.g. Exempt, CEA, Program Managers and key positions)
- Review and utilize succession and workforce plans to proactively address current and potential senior leadership gaps
- Proactively address business unit reorganizations, optimizations, and restructuring to achieve key performance indicators
- Identify and resolve leadership development challenges, management analysis, and program specific evaluations

Essential and Marginal Functions:

In all aspects of performing the following functions the incumbent will:

- Comply with the Code of Conduct
- Maintain regular and predictable attendance and communication availability during working hours
- Establish and maintain effective working relationships and provide quality customer service in a timely manner.
- Follow State Fund’s Equal Employment Opportunity principles
- Maintain a safe work environment
- Defend State Fund against fraudulent activities
- Maintain good customer relationships with internal and external business partners and stakeholders
- Properly maintain assigned equipment

This duty statement outlines the primary responsibilities and expected outcomes of the position. It is not intended to provide an exhaustive list of all job duties. Employees may be required to perform additional tasks as assigned, including work in other functional areas.

Description of Duties

35% Essential

- 1. Consult, advise and collaborate with assigned Executive Committee (EC) member, Senior Leadership Team (SLT), and their management teams on a daily basis to improve operational strategies through talent management, organizational astuteness and leadership capabilities, resulting in highly engaged and performing teams statewide.**
 - a. Establish and foster relationships with senior leaders at the highest levels statewide by effectively consulting, educating, influencing, setting direction, and driving department specific talent strategies.
 - b. Utilize assessment and development practices to optimize talent resources for effective organizational solutions. The HRBP is a resource/SME in all areas of Admin, provides feedback and additional options for various business models, works with EC/SLT/vendors, helps to establish org structure, assists in recruit/hiring the senior leader, and implementation of the project.
 - c. Advise on and lead change management (CM) initiatives to drive successful implementation of projects, including:

- i. Create change management plan
 - ii. Facilitate Message Framing Workshops, Stakeholder Analysis, Impact Analysis Interviews
 - iii. Lead and/or provide guidance on CM activities (i.e. roadshows, training, communication, etc.) with the Change Champions
 - iv. Ensure timely and successful implementation of the CM plan and elevate risks to EC
 - v. Provide guidance and consultation on mitigation plans
 - vi. Lead and facilitate Lessons Learned workshops
 - vii. Work with Labor Relations and/or Classifications on changes impacting staff
- d. Facilitate SWOT and Cost Benefit Analysis for assigned programs to address department needs, including:
 - i. Lead and facilitate discussions
 - ii. Work with stakeholders to develop and implement action plans
 - iii. Responsible for the communication between stakeholders (claims, billing & collections, HR, etc.) and project teams
 - iv. Identify and escalate risks to the EC
- e. Maintain in depth understanding of assigned department/program specific industry/business goals and best practices; consistently building knowledge and expertise in order to provide innovative tools and concepts to remain abreast of industry changes.
- f. Serve as a subject matter expert to aid in achieving the program/business team's mission, vision, objectives by focusing on: structure, business environment, culture, diversity, engagement, workforce strengths and weaknesses in relation to current and future organizational business needs.
- g. Assist with department/program reorganizations by utilizing business data, broker and customer feedback, customer demographics, and business processes to determine optimal future structure.
- h. Analyze industry and business related data, including best practices available, to proactively identify program implications of business decisions. Effectively utilize analytical techniques, tools, and resources to determine appropriate solutions which will achieve optimal business outcomes and return on investment. Consult with, advise and present findings and recommendations to EC and SLT and drive solutions leveraging departments/programs cross-functionally.
- i. Continuously review and evaluate leadership performance and outcome. Provide consultative advice through coaching, mentoring and direction to EC and SLT. Address performance issues that will improve and elevate performance, accountability, employee retention, and engagement.

20% Essential

2. **Consult with and advise the Executive Committee (EC) and Senior Leadership Team (SLT) on current and future leadership talent, skill set, capabilities and all identified gaps. Proactively lead innovative development strategies for senior leaders in alignment with the business executive to improve organizational capabilities.**
 - a. Coach and develop senior business leaders, provide management strategies and techniques for leading and managing the talent in their respective parts of the organization. Analyze business needs, collaborate with stakeholders and provide quantitative recommendations to address and mitigate program leadership development gaps.
 - b. Research, lead and present workshops designed to support the growth and development of executive and leadership teams. HRBPs are expected to obtain and maintain necessary certification required to lead and implement training strategies and techniques.
 - c. Provide a high degree of pre and post training consultation to ensure development sustainment and organizational application with quantitative results.
 - d. Provide expert level insight and advice to EC and SLT ensuring alignment on leadership bench strength readiness at the most critical levels within the organization statewide.

20% Essential

3. **Build a high performing, proactive and engaged team while coaching and developing subordinate supervisors, and managing personnel activities concerning hiring, training/development, and evaluation of staff performance.**

- a. Foster and maintain a work environment free of discrimination and harassment according to State Fund's corporate policies and procedures.
- b. Oversee performance management of subordinate staff.
- c. Ensure that timely probationary and annual appraisals are provided.
- d. Coach subordinate managers in developing effective strategies to retain experienced staff, proactively resolve issues and control costs.
- e. Ensure that job descriptions are regularly reviewed and are current/accurate.
- f. Provide guidance to managers with feedback, training and discipline as appropriate to improve staff performance and correct performance deficiencies.
- g. Serve as a resource in delegation compliance matters.
- h. Serve as a resource for management and staff in providing technical expertise on staffing, recruitment, and related matters.
- i. Disseminate information to staff as needed to maintain and encourage communication.
- j. Ensure that staff develops and maintains the level of expertise required to achieve operational goals and objectives.
 - i. Review and ensure that staff training needs are met within budget parameters
 - ii. Promote and monitor cross-training potential and career development plans.

15% Essential

- 4. Lead, influence, and execute continuous improvements on HR and Business Support operating processes, procedures and initiatives. Work in partnership with the Admin Senior Leadership Team (including Human Resources, Learning, Communications, Facilities Strategy & Operations, Enterprise Procurement, Business Services, and Government Affairs functions). Strategize and collaborate with stakeholders to resolve complex employee issues in partnership with the Admin leaders.**
- a. Partner and collaborate with EC and SLT to deliver enterprise-wide and program-specific HR initiatives and objectives such as Succession Planning, Leadership Development Programs, Emerging Leaders Programs, High Potential Employee Programs.
 - b. Partner and collaborate with Admin SLT in the design, delivery and implementation of all Admin program services and solutions to ensure favorable outcomes that are aligned with business goals.
 - c. Embrace, support and model a mindset of continuous improvement that helps to simplify HR interfaces, systems, and programs. Influence, guide and lead executives and senior leaders through process improvements; ensuring communication and buy in for successful integration statewide.
 - d. Work with EC and SLT to understand their business needs in an effort to identify new opportunities where Admin policies and initiatives add value to the business.

10% Essential

- 5. Manage, lead or serve as the HR Subject Matter Expert (SME) on strategic projects and/or teams. Provide SME expertise and change management leadership on business projects statewide.**
- a. Evaluate, monitor and build change management awareness and leadership strategies at the highest level; utilizing a variety of change management techniques, tools, resources and stakeholders to proactively lead change successfully throughout the organization.
 - b. Design and develop necessary plans, in conjunction with the senior business leaders and Admin, to identify and mitigate project gaps. Using change management protocols and techniques such as focus group sessions, stakeholder analysis and/or needs assessments to resolve gaps and keep the project on a successful track.
 - c. Attend and actively participate in SLT meetings. As requested by executives, lead and actively participate any program/business specific leadership meeting, conference or workshop deemed as an essential part of the job.
 - d. Other duties as assigned in support of HR, other Admin programs and assigned executives or senior leaders.

Required Knowledge Areas:

- Working knowledge of business acumen: use insight of the business environment to improve talent and business outcomes
- Working knowledge of organizational acumen: use organizational effectiveness/development acumen to build and develop a world class team.
- Working knowledge of change leadership and management: build momentum to drive large scale growth and change.
- Working knowledge of talent management: apply workforce planning knowledge, engagement strategies and succession management to optimize people performance for the benefit of the organization.
- Working knowledge of project management: understand and apply project management methods to define, plan, cost, resource, track and measure human capital programs.
- Working knowledge of influencing: exercise influence across the company and management levels; share ideas effectively up, down, and across the organization.
- Working knowledge of coaching leaders: develop leadership capabilities.
- Working knowledge of decision-making and critical thinking: apply business acumen and experience to best analyze and make fair, fact-based decisions; integrate HR and business strategies.
- Working knowledge of relationship management and organizational savvy: create and leverage a network of relationships to best advise leaders; share ideas and best practices
- Working knowledge of learning agility: continually learn and apply those learnings to further achievement of business goals.
- Working knowledge of proactivity: anticipate and prevent future problems; take charge to bring about change; take initiative within role.
- Working knowledge of matrix management: manage individuals and processes across business and function.

Required Skills and Abilities:

- Ability to manage and prioritize multiple projects and tasks on time.
- Ability to coordinate, facilitate, and make presentations.
- Ability to achieve results according to Enterprise and Regional/Segment goals and objectives.
- Ability to communicate professionally and effectively, verbally and in writing, (including the ability to negotiate credibly and persuasively) with a variety of “stakeholders”.
- Ability to research, analyze, evaluate information according to applicable laws, regulations, advisories, policies, procedures and guidelines to make and support decisions to resolve or elevate issues.
- Ability to research, analyze, and evaluate information to make and support decisions.
- Ability to work independently and as a team with co-workers and management to address and resolve issues.
- Ability to provide exceptional customer service
- Ability to handle high pressure situations while being firm but tactful.
- Ability to develop training content, facilitate and lead training, and act as a mentor or coach to team members.
- Ability to act as a mentor or coach to team members.
- Ability to influence others, negotiate agreements and consensus among project partners, work peers, and other stakeholders.
- Ability to formulate policies, procedures and workflow processes.

- Ability to effectively work with and relate with other people by building strong professional relationships.
- Ability to write professional and accurate reports and other communications suitable for distribution to internal and external customers.

Work Environment:

Physical Requirements:

- Computer data entry, frequent positioning of self to move and transport light objects, and telephone work; mobility to various working areas.
- Incumbent works in the usual office environment.
- Occasional movement of items, positioning self at various heights, ascending, and transporting equipment

Travel:

- Travel may occasionally be for extended periods.
- Travel may include, but not be limited to, plane, bus, van, taxi, or car.
- Travel to various work sites and locations for training and/or meetings.
- Travel may occasionally be from overnight to five days in duration.

Emergency call backs:

- Not applicable.

Work Hours:

- Maintain a work schedule that supports operational needs

Supervisor's Statement: I have discussed the duties of the position with the employee

Supervisor Name (Print):

Supervisor Signature:

Date:

Employee's Statement: I have discussed with my supervisor the duties of the position and have received a copy

Employee Name (Print):

Employee Signature:

Date: