



## Job Description

**Job Title:** Senior Human Resources Business Partner, Talent Management

**Department:** Human Resources

**FTE:** 1.00

**Supervisor:** Human Resources Director

**Salary Grade:** 31

**Status:** Exempt

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Solid Ground believes poverty is solvable. Our communities are stronger when we support stability and break down the barriers to overcoming poverty. Solid Ground does both. We combine direct services with advocacy to meet basic needs, nurture success, and spread change. Through our programs, people gain stability and built skills that equip them to move forward in their lives. Through advocacy, we work toward ending racism and other oppressions embedded in our institutions, policies and culture that hold people back from succeeding. We bring the voices of people experiencing poverty into the political process, furthering social justice, and supporting our entire community to reach its potential.

As our workforce evolves to reflect the diversity of the communities we serve, our agency and workplace will be enriched and strengthened. As such, we will:

- Demonstrate the initiative to learn and enhance skills that promote anti-racism, cultural competency and an understanding of oppression and its impact.
- Participate in intentional learning efforts, including events relating to understanding and dismantling institutional racism and building cultural competency.

### Job Summary:

The Human Resources Team at Solid Ground provides strategic human-centered support that aligns with the key priorities of the agency. The Senior Human Resources Business Partner (Sr HRBP) consults with leadership, managers, employees, and cross-functional groups to provide tactical solutions and solve complex organizational challenges. Solid Ground employs two (2) SR HRBPS with generalist experience and knowledge. Each may provide services in some or all of the following functional areas: workforce planning, full cycle recruitment, benefit administration, leave administration, employee and labor relations, training, employee recognition, performance management and employment law compliance. However, each Sr HRBP has a primary focus. The focus of this position is Talent Management.

## **Essential Responsibilities, Duties & Tasks:**

**Talent Management:** Advise, coach, and counsel managers and design tactical and strategic solutions to enhance employee performance and experience across the employment life cycle (talent acquisition, onboarding, employee development, performance management, succession planning and offboarding). Responsible for overseeing and assisting in onboard new employees to Paycom, benefits and organizational policies. Analyzes trends and metrics in partnership with the HR group to develop solutions. Lead efforts and work in collaboration with the HR Director and Learning and Development Program Manager to design and implement new or enhance existing Talent Management programs and processes. Conduct stay and exit interviews.

**Compensation/Classification:** Assist in the administration and maintain the employee classification and compensation plan. Recommend position assignments to appropriate salary ranges; classify new positions and reclassify existing positions as appropriate. Serve as project manager for the compensation classification study from data collection through implementation.

**Lead and/or Supervision:** Participate in developing department goals, objectives, and systems. In collaboration with the HR Director evaluate Human Resource processes and team and individual goals. In partnership with SR HRBP, Benefits, Leaves and Accommodations, lead ongoing HR process improvement efforts; develop efficiencies and streamline processes. Make recommendations to Sr HR Director and when requested and as appropriate assign and/or delegate tasks to enhance stakeholders' experience of Talent Management programs. Facilitate/co-facilitate HR Team meetings. Serve as lead and may assume managerial responsibility for Talent Acquisition Specialist and HR Coordinator. Serve as back-up to HR Business Partner, Talent Acquisition Specialist and Senior HR Director in their absence.

**Employee & Labor Relations/Employee Engagement:** Under the general direction of the Senior HR Director, provide HR policy/union contract interpretation and procedural guidance. Participate in labor management meetings and union negotiations. Draft or recommend new or changes to existing policies. Maintain knowledge of legal requirements related to day-to day management of employees. Assist employees and supervisors with resolving employment related issues with a strong emphasis on maintaining positive interpersonal relations and problem-solving informed by anti-racist principles and trauma informed care.

**Benefits Administration, HRIS, Leaves & Accommodations:** In collaboration with, or the absence or support of the Senior HR Benefits Partner: Benefits, Leaves and Accommodations, administer leaves and accommodations and answer employee related benefits, leave and accommodations questions.

**Special projects:** Upon the request of the Senior HR Director or CEO perform special projects related to Organizational Development, Employee Relations, Data Analysis, etc.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

### **Education and Experience:**

Requires one of the following:

- a) At least five years of experience working in a Human Resources department in a small to mid-size organization or five years as the sole human resources provider/office manager in a start-up or small professional practice.
- b) Five years' experience functioning as a HR generalist; or 5 years total as a full cycle recruiter with compensation analyst responsibilities.
- c) Bachelor's degree in human resource management, the social sciences, or the humanities; and/or professional certifications that demonstrate competency in Human Resources Management and related experience.
- d) Any combination of education, experience and measurable performance which demonstrates the capability to perform the duties of this position.

**Desired qualification:** PHR or SPHR certification

### **Minimum Qualifications:**

- Proficient knowledge of computer software (Microsoft Word, Excel, PowerPoint, and Outlook)
- Experience working or volunteering in a non-profit
- Knowledge of Human Resource software products
- Excellent communication skills, both oral and written
- Good organization and presentation skills
- Excellent customer service skills
- Ability to maintain confidentiality
- Excellent organizational abilities, initiative, and attention to detail
- Strong record keeping skills; ability to maintain accurate files and databases
- Ability to work individually in a self-directed manner and as part of a team in group projects. Ability to take general direction and apply it to specific circumstances as the situation requires
- Willingness and ability to work with people from a variety of racial, cultural, educational and economic backgrounds with various lifestyles
- Experience working with multiple labor unions helpful or some knowledge of labor relations.
- Knowledge of Employment laws and regulations
- Travel to offsite Solid Ground locations is required, must have a form of reliable transportation.

**Physical Demands/Working Conditions:** Employees in this position performs general office duties. Spends 50% of their time working on the computer and 50% of their time answering phone, copying, filing, reports, meetings, and mail. Occasional outside meetings or training. May lift/carry up to 20 pounds rarely, 5-10 pounds occasionally and push/pull 10 pounds

seldom, 1-5 pounds frequently. Must be able to sit/stand as needed. Stairs not required. Must be able to travel to offsite Solid Ground locations.

**Hours & Compensation:** This is a full time, exempt, position with a salary starting from **\$67,933 per year plus benefits**. Benefits include medical, dental, short-term, and long-term disability insurance, basic life insurance, 401(k) savings plan including agency contribution and match, holiday pay, generous paid personal leave package and tax-sheltered health care and dependent care accounts.

**To Apply:** Applicants must complete the Solid Ground application form specific to this position. To find an application online, go to <https://www.solid-ground.org/get-involved/careers>. You may also leave a message on our job line at 206.694.6840 requesting a specific job application, or you may apply in person at 1501 North 45th Street in Seattle's Wallingford neighborhood.

**Closing Date:** Open Until Filled

**Until further notice, Solid Ground requires all employees to be fully vaccinated against COVID-19.**

***Solid Ground is an equal opportunity employer committed to workplace diversity. We do not discriminate on the basis of gender, age, race and color, religion, marital status, national origin, disability or veteran status.***