

POSITION: Human Resources Senior Business Partner

SALARY: \$108,111.00 - \$156,000.00 Annually

OPENING DATE: 03/31/22

CLOSING DATE: Continuous

GENERAL INFORMATION:

Are you a collaborative leader who enjoys building and maintaining trusting relationships? We are looking for an HR professional with expertise in the areas of Organizational Development and Design, Employee/Labor Relations, General Employment, Recruitment, Staffing, AA/EEO, Diversity and Inclusion, and HR policy interpretation and administration. The successful candidate will be skilled at providing comprehensive HR consulting services to division leaders, senior managers and staff on all HR Program services to ensure a healthy and engaged workforce. If you are an adaptive, experienced HR leader, who thrives in a dynamic work environment then this may be the job for you!

NOTE: The Port of Portland is committed to ensuring the health and safety of our employees and community. As part of this commitment, all Port employees are required to be fully vaccinated against COVID-19 or have an approved medical or religious exception and accommodation as a condition of employment. **Candidates must provide proof of vaccination or have an approved exception and accommodation prior to beginning work at the Port.**

** This position is classified as FLSA exempt, therefore it is not eligible for overtime compensation for hours worked in excess of a 40-hour work week*

SUMMARY OF ESSENTIAL RESPONSIBILITIES:

- Support the business function with aligning business and people strategies.
 - Develop and translate HR strategies and plans into concrete actions and tangible benefits, and align activities with people and capabilities.
 - Partner with divisional leadership to implement position and competency frameworks and design motivational career paths.
 - Create insight and focus on Leadership and Talent Management, understand the performance and potential, and take appropriate corrective and preventive actions to support future performance requirements.
 - Identify and understand the leadership challenges for the organization, and create a strategy and plans for leadership development initiatives to ensure the ongoing building and development of management capability throughout the organization.
 - Provide coaching and feedback to Executive Team Members and their leadership teams.
 - Conduct new-leader assimilations with newly hired/promoted leaders to ensure success, team effectiveness and open the lines of communication.
 - Partner with divisional leadership to develop/improve outreach strategies that attract talent that reflects and engages the diversity of our region and customer base.
 - Conduct workforce planning discussions that include: evaluation of market demands and challenges, competency requirement identification versus existing competencies, organizational design and gap strategies.

- Proactively consults with divisional business leaders to diagnose and analyze current and future talent needs, to create a strategic workforce plan, match resource capability to changing business requirements and conditions, maintain the workforce plan with resource projections, and proactively manage ongoing execution against workforce plan.
- Ensure retention of the best talent by working with leadership to create a positive working culture and environment which improves team and individual engagement levels.
- Support the employee engagement initiative by facilitating results analysis, feedback and action planning for future improvements.
- Support the organization with change management activities.
 - Act as change agent in the diagnosis of organizational problems, separate symptoms from causes, help set the agenda for the future and create plans for making change happen.
 - Build change leadership capabilities within the division.
 - Ensure proposals for change take into account how employees need to adapt to new behaviors, thereby assisting employees to participate in appropriate ways.
- Consult and advise leadership and management clients on matters concerning work group performance and effectiveness and individual performance.
 - Provide guidance to management on strategies to effectively manage employee performance to reduce the risk of employment litigation, increase employee morale, and minimize turnover.
 - Provide direction and management responsibility for Employee and Labor Relations strategies within a functional area(s) while balancing employee and organization needs in compliance with company policies and employment laws.
- Provide guidance and counsel to managers and employees regarding work-related issues, including the interpretation of policy and procedures, discipline, problem-solving, and conflict resolution.
 - Investigate all employee relations issues (EEOC, Civil Rights Division, BOLI, and grievances).
 - Conduct interviews, review files and document findings. Respond to claims and employment litigation, and participate in arbitration hearings.
 - Partner and consult with Legal in the complaint resolution process to assess and minimize risk to the organization.
 - Interpret and explain company guidelines and policies as well as federal, state, and local employment law regulations and procedures and the need for compliance to managers and employees.
 - Provide management and leadership team with recommendations for effective solutions.
 - Prepare and maintain documentation on all employee relations issues.
- Program management responsibility for one or more of these areas: labor strategy, training/learning, or workforce planning.
 - May have supervisory lead of one team member.

MINIMUM REQUIREMENTS/SKILLS AND ABILITIES:

MINIMUM REQUIREMENTS:

- Bachelor's degree in Business Administration, Human Resources, or related field is preferred; or an equivalent combination of education and relevant experience is required.
- Minimum of ten (10) years of professional experience in human resources is required.
- Working knowledge of Human Resources functions and practice including, but not limited to: recruitment, compensation, benefits, performance management, organizational development, employment and wage and hour laws.
- Advanced knowledge of Labor and Employment laws and regulations (e.g. EEO, AA, ADA, FMLA, collective bargaining, etc.); company policies, bargaining agreement, contract and policy interpretation and best practices.
- SPHR certification is preferred.

SKILLS AND ABILITIES:

- Skilled at facilitating individual and group coaching, training, and work sessions
- Establish credible relationships while articulating a strong point of view; be willing to put self out there by asking good, thought-provoking questions.
- Possess cultural competence to work collaboratively with people from diverse backgrounds and viewpoints.
- Comfortable with analyzing data and external market conditions.
- Skilled at developing and using data to make the business case for HR programs.
- Demonstrated skills at aligning HR strategy with corporate goals.
- Promotes safety as a guiding principle and a regular practice in accomplishing work.
- Proven team player who shows the utmost respect for others.

Ability to:

- Demonstrated ability to use authentic dialog skills to resolve conflicts between employees.
- Proven ability to use legal and HR knowledge at line of business level to provide strategic solutions to human capital problems.
- Able to make effective presentations on HR programs and processes (both formal and informal) to diverse audiences.
- Be fair and just, respectful of others, maintain confidentiality, and build trust;
- Demonstrate the Port's commitment to valuing differences among individuals and passion for being inclusive.

ADDITIONAL INFORMATION:

- **Safety:** The Port promotes safety as a guiding principle and practice in accomplishing work by complying with safety and health policies and procedures and consistently seeking improvements that support operational excellence.
- **Diversity and Inclusion:** At the Port, we don't just accept difference; we value and support it to create a culture of inclusiveness and fun. We are proud to be an Equal Opportunity Employer.
- **EEO/Affirmative Action Policy Statement:** The Port of Portland is dedicated to maintaining and improving a work environment, which extends equal opportunity to all individuals, regardless of their race, color, sex, age, religion, national origin, marital status, veteran status, disability or sexual orientation. Employment decisions shall be made in such a manner as to further the principle of equal employment opportunity and to comply with state, federal and local laws. We affirm through this policy statement our continuing commitment to the principles of nondiscrimination and affirmative action.
- **Veterans Preference:** Under Oregon law, qualified veterans may be eligible for veterans preference when applying for Port of Portland positions. If you are a veteran and would like to be considered for a veterans preference for this job, please provide the qualifying documents as instructed during the application process.
- **Background Checks and Drug Testing:** The Port of Portland will conduct background checks and/or drug tests for positions where such tests are required by regulation and for other safety-sensitive positions.
- **ADA Accommodation:** Accommodations will be considered for applicants or candidates with a qualifying disability that prevents them from participating in this process. Accommodations will be made where the Port can reasonably do so without imposing an undue hardship on the business or compromising the integrity of the recruitment process. An applicant with any disability who believes that they need an accommodation should contact Human Resources at 503.415.6000

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.portofportland.com/Careers>

Position #01439
HUMAN RESOURCES SENIOR BUSINESS PARTNER
LS

7200 NE Airport Way
Portland, OR 97218
503-415-6000

Human Resources Senior Business Partner Supplemental Questionnaire

- * 1. Do you have a minimum of ten (10) years of professional experience in human resources?
 Yes No

- * 2. Please give a brief explanation of your experience as it relates to translating HR strategies and plans into concrete actions and tangible benefits, and align activities with people and capabilities.

- * 3. Do you have experience with providing guidance to management on strategies to effectively manage employee performance?
 Yes No

- * Required Question