

Senior Human Resources Business Partner - (180008AJ)

Official Title: Administrator VI

Functional Title: Senior Human Resources Business Partner

Primary Location: United States-Massachusetts-Boston-100 Cambridge Street

Job: Human Resources

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Dec 11, 2018, 2:12:01 PM

Number of Openings: 1

Salary: \$41,017.08 - \$113,116.03 Yearly

Bargaining Unit: M99-Managers (EXE)

Confidential: No

The Senior Human Resources Business Partner is responsible for aligning business objectives with employees and management at the Department of Housing and Community Development (DHCD) and each of its divisions: including Community Services, Housing Stabilization, Public Housing, Rental Assistance, Housing Development, Administration and Finance and the General Counsel.

The Senior Human Resources Business Partner (SHRBP) reports directly to the Chief Financial Officer (CFO) of DHCD on all operational and administrative matters and to the Secretariat HR Officer (SHRO) on Agency-wide policy matters. In conjunction with the CFO, the SHRBP contributes to the budgetary process by monitoring FTE caps and monitors HR analytics that impact the budget, such as leave of absence trends, turn-over rates or succession planning. This role participates in management team meetings to discuss programs, budgets, reports, correspondence, personnel and other general concerns. The SHRBP supports strong workforce development and succession planning strategies through recruitment and retention programs, staff development, employee satisfaction and engagement processes, collaborating with the Agency leadership to identify key priorities, and translates business/secretariat needs to the HR agenda. The SHRBP collaborates with the Commonwealth's Centers of Expertise (COEs) to execute solutions to ensure the human resource needs of DHCD are met.

The Senior Human Resources Business Partner position is responsible for aligning DHCD's strategic and operational business objectives with employees and management in designated business units, elevating the HR agenda to the SHRO, when required. The position serves as a HR subject matter expert to DHCD management on human resource-related issues. The position forms partnerships across the HR function to deliver value-added service to management and employees. The role assesses and anticipates HR-related needs of DHCD and its divisions. The SHRBP proactively communicates needs with HR and business management partners, seeking to develop integrated solutions to DHCD needs.

The role manages relationships with the state's Human Resources Division (HRD), Centers of Expertise (COE), the Shared Services Center and the Department and determines when the centralized specialists COEs should be engaged to meet DHCD's needs. The SHRBP works with the recruiting staff as well as other HR business partners, including the Employee Relations Manager.

The Senior Human Resources Business Partner develops new and manages existing human resources initiatives in order to help solve business problems impacting organizational capability. The incumbent researches, develops, trains and coaches staff and managers in HR best practices, organization effectiveness, performance management and employee relations. The SHRBP mitigates organizational risk by assisting managers with resolving employee relations issues by appropriately applying workforce policies. The incumbent recommends, develops, documents and maintains employer policies and administers these policies and practices fairly and consistently.

DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):

1. Strategic business partner with DHCD and each of its divisions to identify key priorities and translate business/secretariat needs to the HR agenda; primary advisor on DHCD HR matters for the Chief Financial Officer (CFO), DHCD Senior Staff, Secretariat HR Officer and the COEs on all DHCD HR matters.

Fosters and maintains relationships within DHCD divisions, assisting with day-to-day management of all personnel matters. With HR staff, provides guidance on position management, classification, recruitment, orientation, professional learning and development, compensation, benefits, payroll processing, time and attendance, leave management, performance management, and maintenance of personnel files; is delegated as the Appointing Authority for DHCD on all personnel related matters requiring authorization and signature.

Works with the Secretariat HR Officer to ensure DHCD needs are represented in HRD and Secretariat initiatives.

2. Provides consultation to all levels of managers and staff relating to Diversity (acts as Diversity Officer) and the American with Disabilities Act (ADA), specifically reasonable accommodations. Functions as the agency's ADA/504 Coordinator. Receives and renders decisions on reasonable accommodation requests. Coordinates the implementation of granted requests; manages the *Self-identification Program*, acts as Agency Veterans' Coordinator.

Collaborating with the Secretariat Employee Relations Manager, manages the labor/employee relations activities for the agency and its divisions including, but not limited to, providing guidance to agency managers and supervisors regarding progressive discipline, contract/red book interpretations, co-chairing the monthly labor-management committee meeting, grievance administration, impact bargaining, and representing the agency's interests during contract negotiations.

3. Safeguards the agency's integrity by ensuring compliance with state and federal laws pertaining to all personnel matters. Stays current on all new and proposed federal and state employment laws, contract provisions, rules and regulations, current policy and emerging issues.

Ensures compliance with Federal and State laws as well as directives received from the Secretariat and Human Resources Division; issues policy directives to Division Directors to ensure uniform and consistent application of all personnel policies and procedures, analyzes administrative systems and procedures, determines solutions and creates policy to improve the delivery of service.

Works closely with Employee Relations Manager and/or HRD Investigators to investigate and monitor complaints of discrimination, sexual harassment, and all types of alleged misconduct in the workplace.

Maintains high levels of confidential and record keeping consistent with state and federal laws.

4. Oversees planning and succession planning efforts, by developing recruiting strategies to support the needs of the divisions may be independent or in conjunction with Secretariat and HRD initiatives.

Develops, maintains and manages HR metrics such as time to hire metrics, to ensure HR is meeting the needs of DHCD's business objectives.

5. Other administrative duties include but not limited to, ACES Coordinator, EPRS Coordinator, coordinating Annual Performance Recognition Program, ensuring compliance with the State Ethics Commission Financial Disclosure Law. Other duties as assigned.

PREFERRED QUALIFICATIONS:

1. 5-10 years' demonstrated experience as a human resources business partner.
2. 5-10 years' demonstrated experience in a variety of human resource disciplines, including policy development and compliance, employee relations, diversity, performance management and federal and state respective employment laws.
3. 3-5 years' experience working in a union environment.
4. Demonstrated strategic thinking, leadership capabilities, objective setting, and measurement skills.
5. Experience effectively coaching, delivering feedback, inspiring and developing staff.
6. Ability to analyze and determine the applicability of program data, to draw conclusions, and to make appropriate recommendations.
7. Ability to persuade, influence and gain the buy-in of others.
8. Demonstrated ability to drive multiple projects to successful completion.
9. Ability to adjust to changing situations and be flexible to meet changing priorities.
10. Must maintain a high degree of professionalism and confidentiality.
11. Demonstrated ability to conduct investigations and to render decisions in a timely manner.
12. Demonstrated experience in developing, implementing and monitoring diversity and affirmative action plans.
13. Prior experience and understanding of Family and Medical Leave Act (FMLA) and how to implement the policy and procedures and prior experience providing reasonable accommodations pursuant to the Americans with Disabilities Act, The Americans with Disabilities Act Amendment Act, Section 504 of the Rehabilitation Act of 1973 and M.G.L. c. 151B.
14. Demonstrated ability to build and maintain relationships.
15. Skilled in problem solving, consensus building, conflict resolution and team building.
16. Ability to mediate conflicts, coordinate competing interests and work under time constraints.

MISSION STATEMENT

The Department of Housing and Community Development (DHCD) is within the Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents. DHCD's mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent, affordable housing opportunities, economic vitality of communities and sound municipal management.

COMMENTS

Please upload resume and cover letter.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines.

Education, licensure and certifications will be verified in accordance with the Human Resources Division's Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth's website.

PRE-OFFER PROCESS

A background check will be completed on the recommended candidate as required by the regulations set forth by the Human Resources Division prior to the candidate being hired.

QUALIFICATIONS

MINIMUM ENTRANCE REQUIREMENTS:

Applicants must have at least (A) five (5) years of full-time or, equivalent part-time, professional, administrative, supervisory, or managerial experience in business administration, business management, public administration, public management, clinical administration or clinical management of which (B) at least one (1) year must have been in a project management, supervisory or managerial capacity or (C) any equivalent combination of the required experience and substitutions below.

Substitutions:

- I. A certificate in a relevant or related field may be substituted for one (1) year of the required (A) experience.
- II. A Bachelor's degree in a related field may be substituted for two (2) years of the required (A) experience.
- III. A Graduate degree in a related field may be substituted for three (3) years of the required (A) experience.
- IV. A Doctorate degree in a related field may be substituted for four (4) years of the required (A) experience.

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Nancy DePaul - 617-573-1100

HOW TO APPLY

Create profile and apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ft?job=180008AJ>