



STATE OF IDAHO
invites applications for the position of:

Human Resources Strategic Business Partner, DHR

SALARY: \$28.81 - \$34.00 Hourly
\$59,924.80 - \$70,720.00 Annually

DEPARTMENT: Division of Human Resources

OPENING DATE: 04/26/19

CLOSING DATE: 05/12/19 11:59 PM

DESCRIPTION:

The Idaho Division of Human Resources, Executive Office of the Governor, is seeking a Human Resources Strategic Business Partner to join our team in Boise.

This is an excellent opportunity for a highly-motivated individual with a strong human resources background who enjoys providing guidance and advice on complex business and HR-related issues.

The DHR Business Partner is responsible for integrating and aligning statewide HR policies, rules, and statutes with state agencies business objectives, communicating high-level decisions throughout the agencies' workforce, managing complex HR projects and providing training on HR related topics.

EXAMPLE OF DUTIES:

Program Analysis - Evaluates agency HR operations and practices and recommends and plans actions to bring about compliance with policies, rules, and statutes; collaborates with agency HR leadership to implement improvements in processes, policies and operational procedures; reviews and analyzes related laws and regulations to determine fiscal, operational and program impact; recommends the development and implementation of legislation, rules, policies and guidelines.

Consultation - Provides HR consultation and recommendations on the development and administration of agency HR policies and procedures; provides HR consultation to state agencies in areas such as recruitment and selection, performance management, job classification, employee relations, civil rights, problem solving, exam development and training; investigates HR issues and provides consultation and recommends solutions in concert with DHR rules, legal counsel, and other HR professionals; supports agency leadership and provides counsel on agency needs such as reorganization, change initiatives, staffing strategies, and interpretation of state and federal laws including IDAPA 15.04.01; works closely with counterparts at the Division of Financial Management on organizational and compensation changes.

Statewide Initiatives - Works closely with agency and DHR leadership in the development, implementation, communication, and interpretation and related training of HR policies and procedures to ensure statewide consistency.

Training - Supports the delivery of HR processes at the agency level including performance management, change in employee compensation matrices; actively identifies gaps and provides training as necessary on performance management, FLSA, FMLA, ADA, HR investigations and related statewide trainings; presents at state-wide payroll conferences and HR forums.

MINIMUM QUALIFICATIONS:

Some knowledge of: management practices.

Good knowledge of: human resource administration; equal employment opportunity concepts and legal requirements.

Experience: working with multiple human resource disciplines; analyzing human resource management

concerns and assisting in developing strategies; conducting in-depth interviews and reporting findings and recommendations; preparing and making human resource related presentations to groups.

SUPPLEMENTAL INFORMATION:

Distinguishing Characteristics

This classification differs from other human resource classifications as the incumbents consult on HR-related issues from a statewide perspective. This classification is specific to the Division of Human Resources (DHR), Executive Office of the Governor.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #01418
HUMAN RESOURCES STRATEGIC BUSINESS PARTNER, DHR
MP

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

Human Resources Strategic Business Partner, DHR Supplemental Questionnaire

- * 1. Describe how you have obtained some knowledge of management practices. Include in your response any coursework or training you have received and the dates of any experience you may have that included the essential elements of management. Typically gained by successful completion of two (2) three credit college-level courses which included all the essential elements of management (Planning, Organizing, Leading and Controlling); OR three months of experience performing all the management elements.
- * 2. Please describe how you have gained good knowledge of human resource administration. Typically this background is gained through successful completion of at least two college courses in human resource administration or a related field, e.g., Human Resource Management, Organizational Theory, etc.; AND at least one year of experience where predominate responsibilities were in the following areas: recruitment and selection process, performance evaluation and systems, job classification/job families, employee relations/problem solving, and salary administration; OR, successful completion of the core requirements for a degree in Human Resource Administration. (If you possess a degree in a closely related field and have completed human resource administration coursework, please list specific related courses.)
- * 3. Describe how you have gained good knowledge of equal employment opportunity/affirmative action concepts and legal requirements? Typically this background is gained through at least two years of experience reviewing personnel actions for compliance with these concepts and requirements; OR, experience applying this knowledge in order to recruit, select staff, validate tests, plan development/compliance, etc.; OR, successful completion of upper division or graduate level college coursework covering these concepts; OR, seminars/training sessions of at least 20 hours covering these concepts.
- * 4. Please describe your experience working with multiple human resource disciplines. Typically gained by at least five years experience resolving complex human resource issues. Please include in your response your experience in areas such as employee relations, compensation, performance management, and federal and state respective employment laws.
- * 5. Please describe your experience analyzing human resource management concerns and assisting in developing strategies. Typically gained by at least two years of experience analyzing human resource management problems (not management problems such as budgeting, purchasing, etc.)

and developing alternatives for such issues as turnover, recruitment, employee relations, retention, layoff, reorganization, or related human resource areas.

- * 6. Please describe your experience conducting in-depth interviews and reporting findings and recommendations. Typically this background is gained through experience where conducting interviews was a delegated responsibility of the job. Interviews may be employment interviews, job audit interviews, investigations or other types of interview situations where information gathered was used in making decisions that had significant impact or had high consequence of error. General reception experience is non-qualifying. Please include in your response the purpose of the interviews, what kind of information was recorded from the interviews, and what types of decisions were made based on the interviews.

- * 7. Please describe your experience preparing and making human resource related presentations to groups. Typically gained by preparing (researching, compiling, and organizing information) and making oral presentations to groups in a business setting. Please include in your response any experience presenting to boards or commissions or in a government setting.

* Required Question