



## Human Resources Business Partner

The **City of Nampa** is currently seeking a talented, innovative **Human Resource Business Partner** professional with a strong background in human resources and workforce planning, who is used to working in a fast-paced, complex environment. There will be ambiguity and change, giving you a chance to show agility and leave your mark. Dedicated business partners are an area of new focus within our City of Nampa family. The Human Resource Business Partner will join a growing and centrally managed professional resourcing team. The role will work closely with the City's HR internal services and workforce development team. In this role, you'll take the lead in partnering with a pre-defined population of leaders across functional disciplines. You will also partner with workforce development and human resources internal services planning to ensure that we have the right people with the right skills available at the right time.

**The HR Business Partner role** will require you to establish mutually respectful relationships and drive proactive resourcing practices. The role requires a blend of out-in-front influencing and networking, with behind-the-scenes resilient emotional intelligence, data and tech savvy, and problem solving in a fast-paced, project-driven environment. Optimizing mentorship for your role and allocation of work, along with embedding yourself into talent discussions will be integral elements of this role.

**This role reports directly to Director – Workforce Development or Manager – Human Resources.** While on-site presence is critical, some flexibility to work remote is possible when needed. Travel is minimal, with some meetings happening virtually. If you have a passion for driving change, influencing senior internal stakeholders, and engaging with a team of people professionals to develop new ways of working in resource planning, then this role is for you! Take the next step to create a brilliant career within City of Nampa and apply today.

### **COMPENSATION & BENEFITS:**

Starting Pay Range for HR Business Partner: \$44,512 - \$61,828 / year DOE

Position Salary Range for HR Business Partner I: \$44,512 - \$66,768 / year

Position Salary Range for HR Business Partner II: \$49,462 - \$74,196 / year

The City of Nampa offers competitive benefits and growth opportunities, including the following for full-time positions in City Government Departments:

- No Cost Employee Medical
- No Cost Basic Dental
- Vision
- PERSI Retirement Plan, with more than 11% employer contribution, plus employee contribution
- 401k & 457 Retirement Plans
- 11 Paid Holidays
- Paid Time Off (Over 4 weeks of vacation/sick/personal time off in the first year)
- Life Insurance with AD&D
- Long-Term Disability
- Flexible Spending Account
- Employer-Funded HRA VEBA Health Savings
- Wellness Program & Rewards
- Harward Recreation Center and Golf Membership Discounts
- Other Great Benefits!

#### **POSITION KEY ACCOUNTABILITIES:**

##### *Planning*

- Develop and manage staffing planning through trend analysis based on business trends, current and anticipated pipeline needs, and anticipated planned growth of assigned departments. Prepare human resource and business analytics requests as needed.
- Use Munis cards as workforce planning tools to support forecasting, future planning, and human resource operational action planning.
- Hold trend review, priority setting, and staffing forecast review meetings with respective leaders on a regular basis. Work with human resource manager when staffing challenging situations and high-priority positions.
- Responsible for assuring onboarding mentoring, training and education needs are met to help assigned department leadership better understand processes and tools needed to execute their work.

##### *Managing Stakeholders*

- Drive an effective partnership with department leaders and team leaders to infuse compliant employment, benefit, and compensation practices, plus teach the productive use of talent processes.
- Partner with market leaders (department of labor) to understand the composition of the regional talent pool and identify opportunities to optimize resourcing.

- Stay current in understanding the organizational business challenges, benefits, and policy. Be up to date on changes and communicate with stakeholders as they occur.
- Work in close partnership with key internal service functions.
- Monitor solution trends and developments and share best practices among appropriate teams and leaders.

### *Resourcing*

- Apply general knowledge of all human resource disciplines.
- Know your talent pool needs including numbers, individual skill / job role profiles, emerging interests, department skill gaps/surpluses, and potential training needs.
- Manage assigned client team expectations through appropriate information sharing and education.
- Think appropriately outside immediate talent pools for the right assignment opportunity for others.
- Hand requests to appropriate internal services groups where necessary and follow agreed upon internal service processes.
- Help expose new or unknown talents to engagement teams, advocating for their capability to be successful in a new environment.
- Onboard new leaders, educating them on how to partner with HRBPs effectively.
- Seek and provide feedback; maintain an ongoing feedback loop with assigned client group directors and people managers on performance. Utilize information to enhance development opportunities for workforce development planning moving forward.
- Appreciate fully the need to adjust staffing approach to the needs and cultural norms of different departments.

### *Understanding the Business*

- Apply your knowledge of human resources best practices and employment law.
- Leverage use of Munis Human Capital ERP system to manage processes, enter timely and accurate data, and provide reports.
- Review and monitor monthly reports, including but not limited to staffing and turnover reporting, talent pipeline challenge/solution-specific reporting, and backlog solutions.
- Leverage business and financial acumen to understand the implications of prioritizing work, etc.
- Understand our city business and our departments, what they do, what they need, how we are helping them, and unintended roadblocks our systems, processes or tools may be creating.
- Demonstrate strong assigned department business awareness when reporting to stakeholders: data accuracy monitoring, investigating discrepancies

between the data, and providing insight to the leadership teams, highlighting any potential concerns.

### **EDUCATION, EXPERIENCE, & OTHER QUALIFICATIONS**

- High School Graduate or General Education Degree required
- Relevant bachelor's degree PHR, SPHR, SHRM-CP, SHRM-SCP, IPMA-CP, or IPMA-SCP professional certification preferred
- Five to seven+ years of experience in human resources or related field
- High degree of professionalism in all areas (communication, approach, style); understanding what it means to represent workforce development and human resources
- Highly developed adaptability to various personality styles, diplomacy, influencing, negotiation, and conflict-management skills
- Ability to lead multiple high-profile/value and complex projects with multiple top-level stakeholders
- Ability to adapt and learn quickly to work effectively under pressure and with short timelines/competing demands
- Ability to work effectively in human resources and across multiple departments/cultures
- Ability to partner at all levels of the organization internally and externally
- Sound decision making and judgment to understand when and how to challenge senior leaders productively and effectively maintain relationships
- Highly analytical and capable of using technology to share trends; ability to drive in puzzle-solving
- Creative and resourceful
- Must demonstrate strong proficiency in Microsoft Office with advanced Excel skills and ability to quickly learn Human Resource ERP System
- All applicants must be able to successfully pass City of Nampa background check processes and drug testing, which may include reference checks, criminal history checks, driving record checks, and pre-employment, random, and post-accident drug tests

**For more information, contact Marissa O'Brien at [obrienm@cityofnampa.us](mailto:obrienm@cityofnampa.us)  
To apply with the City of Nampa, visit [www.cityofnampa.us/careers](http://www.cityofnampa.us/careers)**