



## JOB DESCRIPTION

<b>JOB TITLE:</b>	HR Business Partner
<b>DEPARTMENT:</b>	Human Resources
<b>REPORTS TO:</b>	Senior Director of Human Resources
<b>EFFECTIVE DATE:</b>	
<b>CLASSIFICATION:</b>	Exempt

**POSITION SUMMARY:** The HR Business Partner role is a professional level position with a wide range of generalist responsibilities. Working closely with the Senior Director of Human Resources, this role will be a consultant for managers in many areas of the employee life cycle.

**PROGRAM MISSION:** Through collaboration with leadership, the HR Department provides quality services to the employees of the Foundation: recruitment and retention of qualified individuals; training and development to achieve individual success; management of employee relations; compliance with employment law; upholding and supporting the mission and values of the Foundation at all times.

**ORGANIZATIONAL VALUES:** Rooted in our Christian faith, daily work reflects the Values of Stewardship, Hospitality, Unity, and Excellence.

### **ESSENTIAL FUNCTIONS:**

- Provides coaching to managers and leaders by:
  - Advising managers in employment practices that are compliant with employment law and consistent with the Foundation culture
  - Assists with employee relations concerns between managers and individual contributors
  - Reviews employee concerns and needs and determines appropriate response while balancing the needs of the department and/or the Foundation
  - Helps facilitate continual leadership development for managers
- Supports the entire employee life cycle as needed
  - May be included in the recruiting and hiring process of new employees
  - Supports the annual performance review cycle and assist managers in

- identifying and solving for gaps in performance, skills, and/or necessary knowledge to perform their jobs with excellence
  - Support the exit interview process for summer staff and may assist with exit interviews of regular full and part-time employees
- Engages in the development and revision of policies
  - Maintains current knowledge of employment law and best practices through continual learning and HR certification process
  - Suggests updates to current policies based on legislative changes and desire for continuous improvement
  - Leads in developing assigned policies and guiding the training process of new or revised policies
- Special Projects as assigned
  - Works across departments in providing HR leadership for special assignments
  - Uses strong business acumen in providing recommendations to managers and leaders
  - Works collaboratively with HR Team members and Foundation leadership in change management initiatives

**QUALIFICATIONS:**

- BS/BA in Management, Human Resources, or equivalent degree required
- PHR/SPHR or SHRM-SCP certification(s)
- 8 plus years of HR experience with 2 years' experience in a HR Business Partner role preferred

**COMPETENCIES-Knowledge, Skills, and Abilities:**

- Broad knowledge of HR principles, practices, and procedures
- Ability to handle confidential information appropriately
- Demonstrated ability to use knowledge and judgment to make sound decisions
- Excellent relationship building skills
- Strong problem-solving ability
- Demonstrated ability in setting and maintaining priorities for projects while providing attention to the details
- Strong written, oral, and presentation skills
- Advanced knowledge of Microsoft Office; HRIS software experience

**PHYSICAL REQUIREMENTS:**

- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- The employee may occasionally lift and/or move items up to 25 pounds

- Must be able to work between camp and office facilities on uneven terrain, as needed.

**WORK ENVIRONMENT:**

- This job operates primarily in a professional office environment.
- This position operates mainly in Kerrville, Texas. However, the position requires the ability to travel to our San Antonio office occasionally and more frequently to our camping facilities near Leakey, Texas.
- This position will at times require the ability to work extended hours and/or begin and end the workday outside of normal office hours, including occasional weekends.
- This role routinely uses standard office equipment such as computers, phones, multi-function printers, and filing cabinets.
- This position includes office assignments and occasional outdoor responsibilities throughout the year.

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The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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EMPLOYEE SIGNATURE

DATE

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MANAGER SIGNATURE

DATE