



Job Code: 6309

Grade: 22

HCWR: N

Job Title

Talent Business Partner

Department

Human Resources

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Talent Business Partner supervises the day-to-day activities of the recruitment team with the Human Resources Department. Provides accurate, responsive and efficient Human Resources consultation to management and staff. Serves as a liaison in the areas of recruitment/retention, policy development/interpretation, dispute resolution/mediation, communication, and performance management.

Typical Duties

- Supervises, hires, evaluates and disciplines Human Resource team members.
- Assists the Talent Acquisition Manager with implementing current recruitment and selection processes. Remains current of any changes that are made.
- Reviews and distributes Request to Hire (RTH) to Recruitment & Selection Analyst. Ensures the RTH is returned to Position Control to support Hiring Managers requests to edit/update a job description.
- Review RTH average time to fill. Identifies delays in responses from Hiring Managers. Escalates urgent requests as needed.
- Attends and participates in operational meetings as assigned, including but not limited to, Affiliate Senior Leadership, Quality, Customer Services, Emergency Preparedness, Joint Commission Readiness (and/or any other regulatory agency), etc.
- Serves as the department's point person for Quality Initiatives, data gathering and reporting.
- Serves as the primary intake person for employee complaints, concerns or grievances and assesses the level of assistance required.
- Provides feedback to management regarding employee concerns and works with management to identify potential solutions.
- Coordinates with Payroll and IS in the maintenance of the HRIS/Payroll System.
- Works with management and conducts investigations, as needed.
- Responsible for attending and participating in department meetings related to ongoing or future collective bargaining negotiations, including but not limited to analyzing proposals and counter-proposals, responding to proposals, preparing and reviewing tentative agreements, and formulating strategies for current and future collective bargaining agreements.
- Provides support to the Director and/or System Director and any other Senior Staff members.
- Provides leadership and support to the other HR staff as needed and when necessary.
- Ensures the work performed by subordinates is accurate, timely, responsive, etc.
- Performs other duties as assigned.



Minimum Qualifications

- High School Diploma/GED or equivalent and six (6) years of full-time Human Resources recruitment experience OR Bachelor's Degree from an accredited college or university with three (3) years of full-time Human Resources recruitment experience
- Two (2) years prior work experience with TALEO or another online applicant tracking application system as a user
- One (1) year of supervisory experience
- Prior experience working in a union environment
- Intermediate proficiency in using Microsoft Office Word and Excel
- Must be able to travel to and from Cook County Health facilities, in a timely manner

Preferred Qualifications

- High School Diploma/GED or equivalent and six (6) years of full-time Human Resources recruitment experience in a hospital/medical center, university, government agency or corporation OR Bachelor's degree in Human Resources, Business Administration, Industrial/Organizational or Management from an accredited college or university with three (3) years of full-time Human Resources recruitment experience in a hospital/medical center university, government agency or corporation
- SPHR or PHR Certification

Knowledge, Skills, Abilities and Other Characteristics

- Proficient in Microsoft Office, including Word, Excel and PowerPoint
- Knowledge of specific equipment; computers, calculators, ID equipment
- Conflict management skills for dealing with irate applicants, staff and personnel problems
- Excellent written and verbal communication skills to work with all levels of individuals internally and externally
- Excellent analytical and organizational skills, problem solving skills, critical thinking skills, dependability, flexibility and the ability to handle multiple projects in a fast-paced environment
- Strong project management skills
- Mathematical skills; basic - addition; subtraction; fractions; multiplication; division
- Ability to demonstrate sensitivity and respect in serving culturally diverse applicants and employees
- Ability to work independently and collaboratively with minimal supervision
- Attention to detail for employee information, documentation, and communication of information to all customers
- Works to meet deadlines; flexibility and adaptability in performing work duties
- Must be able to travel to and from Cook County Health facilities, in a timely manner



Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.