



Job Code: 9096
Grade: 23
HCWR: N

Job Title

Human Resources Business Partner

Department

Human Resources

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

Job Summary

The Human Resources Business Partner (HRBP) is responsible for aligning Cook County Health (CCH) business objectives with employees and management. The position formulates partnerships with management and employees across all Human Resource (HR) functions to ensure delivery of high value service throughout the organization. The HRBP is expected to maintain an effective level of business literacy with respect to each business unit's financial, strategic, and operating goals to provide the best level of engagement; proactively identifies opportunities to partner with management to provide coaching and training with respect to HR matters and uses independent judgment and discretion to resolve disputes over these issues.

Typical Duties

- Leads strategic implementation of human resource initiatives that are in-line with CCH business objectives to drive results while ensuring alignment with leadership direction, strategic initiatives, and human resources best practices (i.e., operations, talent recruitment, classification & compensation, development and training, associate engagement; succession planning; performance management; legal/regulatory compliance; policies and practices)
- Participates in the recruitment and selection of Human Resources Liaisons (Liaisons) at CCH, as well as other departmental staff when needed
- Supervises and manages Liaison(s) assigned to them, including performance management, mentoring, corrective/disciplinary action implementation, and development of the team
- Responds to employee and management discipline questions and concerns
- Investigates employee matters and assists management in responding to employee concerns and conflicts
- Collaborates with CCH leadership to develop strategies to address employee engagement and employee relations gaps and trends
- Provides guidance and support to CCH Leadership and staff to understand and interpret HR practice, policies and procedures
- Coordinates and assists with responses to and providing documentation for charges, claims, and other requests for information whether of internal or external origin
- Works closely with the CCH Equal Employment Opportunity Officer in responding to and providing documentation for Equal Employment Opportunity Commission (EEOC), Illinois Department of Human Rights (IDHR), Cook County Commission on Human Rights Complaints, and other external complaints and cases
- Assists in maintaining reports and records to ensure compliance with CCH policies as well as local, state, federal regulations and other regulatory bodies
- Analyzes trends and other workforce data to proactively identify work environment concerns, staffing solutions, risks and training opportunities



Typical Duties

- Prepares statistical analysis using CCH or department level data to identify problems in the service area and departments
- Conducts research to support HR related initiatives within the HRBP's service area
- Provides day-to-day performance management guidance to management (e.g., coaching, counseling, disciplinary actions)
- In collaboration with management, conducts investigations concerning violations of CCH policy and evaluates the need for corrective or disciplinary action, and follow through
- Maintains in-depth knowledge of legal requirements related to day-to-day management of employees, reducing legal risks, and ensuring regulatory compliance. Partners with the legal department as needed/required
- Partners with Cook County Bureau of Human Resources as needed to ensure all employment actions and working conditions are implemented consistent with all policies, rules, regulations, and procedures
- Performs other duties as assigned

Minimum Qualifications

- Bachelor's Degree from an accredited college or university with five (5) years of full-time work experience in Human Resources or Employee Relations
- OR
- Master's Degree or law degree from an accredited institution with two (2) years of experience in Human Resources, Employee Relations, or labor and employment law
- Experience in three (3) or more of the following human resource disciplines: staff planning, compensation and classification, organization development, employee and union relations, diversity, performance management, and federal and state employment laws.
- Prior work experience in a union environment or working on union-related matters
- Professional in Human Resources (PHR), Senior Professional in Human Resources (SPHR), Society for Human Resource Management-Certified Professional (SHRM-CP), Society for Human Resource Management-Senior Certified Professional (SHRM-SCP) certification, or license to practice law.

Preferred Qualifications

- Master's Degree or higher in Human Resources, Organization Development, Industrial Psychology, or related Human Resources field from an accredited college or university
- Five (5) years' full-time work experience as a Human Resources Generalist, Employee Relations Analyst, Attorney, or similar work experience in one or more of the following areas/industries: in a major hospital, medical center, university or government agency or corporation.
- Two (2) years of dispute resolution experience
- Prior experience conducting investigations or root cause analysis

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of complex HR systems and processes
- Knowledge of legal issues pertaining to American with Disabilities Act, Family and Medical



Knowledge, Skills, Abilities and Other Characteristics

Leave Act, Victims' Economic Security and Safety Act (VESSA) leave, including recent amendments

- Knowledge of applicable state and federal employment laws
- Knowledge of good office management principles, knowledge of supervisory and training techniques
- Proficient in Microsoft Suite including Word, Excel and Power Point
- Excellent communication skills to prepare written materials, correspond with administrative personnel, hospital personnel and the general public
- Strong interpersonal skills; demonstrated ability to work well with others
- Strong writing skills with a demonstrated ability to prepare written material for internal or external use
- Excellent analytical, problem-solving and critical thinking skills; dependability, flexibility and ability to handle multiple projects in a fast-paced environment with multiple, changing and competing priorities
- Conflict management skills
- Strong decision-making skills; ability to discern and selectively communicate critical information
- Strong project management skills and attention to detail
- Demonstrates respect and sensitivity for cultural diversity and working with employees, co-workers, patients, clients of diverse backgrounds
- Ability to provide supervision, guidance and direction to staff
- Ability to work with a diverse employee population
- Ability work well under pressure
- Ability to work collaboratively and independently with minimal supervision
- Work to meet deadlines; flexibility and adaptability in performing work duties
- Must be able to travel to and from any of the Cook County Health facilities and throughout Cook County 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.

