



Title: Human Resources Business Partner

Department: Human Resources

Reports to: HR Director

General responsibilities:

The HR Business Partner (HRBP) is responsible for aligning business objectives with employees and management in designated business units. The HRBP collaborates with management and employees in areas of employee relations; benefit administration; training; terminations; compensation administration; compliance and employment records. The HRBP assesses and anticipates HR related needs, communicating needs proactively with our HR department and business management. The HRBP seeks to develop integrated solutions. The HRBP promotes collaboration amongst HRBP group in New York and in Alabama to deliver value-added service to management and employees that reflect the business objectives of the organization. The successful candidate will promote and support a positive employee experience and an environment of open communication and trust.

Specific Duties:

- Provide guidance and coaching to management and employees when responding to day-to-day performance management (coaching, counseling, career development, disciplinary action, performance improvement plans and terminations). Conducts effective, thorough and objective investigations.
- Conducts weekly meetings with respective business units.
- Administer health and welfare plans, assures compliance with COBRA guidelines and HIPAA Privacy Rule and conducts open enrollment each year.
- Research and evaluate benefit plans and providers
- Provides HR policy and procedure guidance and interpretation. Assists in revision and/or creation and implementation of new personnel policies and procedures.
- Workers compensation case management, assist HSE manager with accident/injury reporting and follow-up, complete the annual mandatory OSHA reports and maintain records in accordance with regulatory guidelines
- Assist with researching compensation, job grades and ranges, and job descriptions
- Responsible for FMLA and Disability benefit process.
- Promotes and encourages engagement in **well at Gorbel®** our worksite wellness program. Generates communication regarding the program's challenges and activities within their respective business units to increase awareness and participation in the program.
- Consults with management to facilitate initiatives and develop programs such as, management development, succession planning, and conducts employee training. Evaluates skills and competencies necessary for positions. Establishes programs to fill gaps in leadership skills and develops and conducts training programs to enhance management performance.
- Performs the needs assessment for training and staff development to enhance the effectiveness of employee performance in achieving the goals and objectives of the company.
- Responsible for conducting performance management training programs. Reviews developmental goals in employee performance appraisals and develops internal and external learning activities to accomplish designated developmental objectives.
- Administers company educational tuition assistance program. Tracks and coaches individuals to insure goals are consistent with future company staffing requirements, succession plans and individual careers.
- Coaches supervisors and managers to facilitate employee coaching and mentoring activities.
- Manage internal HR SharePoint site, assist Marketing dept. with career page design and updates.
- Provides backup for payroll and support to the HR Director with various human resources plans, procedures and audits.

- Process changes and terminations through insurance providers to ensure accurate record keeping and proper deductions.
- Act as a resource for payroll and contacts to ensure their understanding and compliance with benefit and HR policies and regulations.
- Perform other related duties and various special projects as required and assigned

Job Qualifications:

- Bachelor's degree in Business, Human Resources or equivalent required
- Certified (PHR) Professional in Human Resource preferred
- Minimum 5 years Human Resource experience
- Considerable knowledge of principles and practices of Human Resource administration
- Commitment to confidentiality and attention to detail
- Prior experience with researching and implementing HRIS databases helpful
- Prior experience with salary grades/compensation structures helpful
- Proficient with ADP reporting, developing and monitoring HR metrics
- Experience with effective use of Social Media tools
- Current knowledge of applicable governmental regulations
- Proficiency in MS Office applications essential (Excel, PowerPoint and Word skills)
- Excellent communication skills required (both verbal and written)
- Independent judgment and demonstrated ability to work with minimum supervision
- Demonstrated ability to prioritize and manage multiple projects
- Travel requirement: 5% required

Core Competencies to be Successful

- Technical/Professional knowledge and skills
- Communication/Influence/Negotiation skills
- Business Acumen
- Integrity and trust
- Action Orientation; Follow Through
- Emotional capacity
- Customer/Quality focus

ADA Physical/Mental/Workplace Requirements

- Occasional lifting up to 25 lbs.
- Sitting, working at desk/personal computer for extended periods of time
- Primary work environment is professional corporate office

Gorbel is an equal opportunity employer