

Job Posting

"Mission First; People Always" – that's our HR mantra!

Why RiseBoro? Why Now? RiseBoro *is* the destination employer in Brooklyn, New York. Our *mission* says it all. This is *the* time to join the organization during its *Renaissance* Period! This is *one-stop shopping* for growing your *career* and establishing your professional *brand*. Our employees are our *"secret sauce"*. Believe it: Check out the website: www.riseboro.org or Google news about us.

POSITION

Human Resources Business Partner

REPORTS TO

Assistant Director of Human Resources

Join a wicked smart, agile and fun-loving Human Resources Team working in a flat, team - driven HR department structure. Yes, flat! Don't be fooled, accountability, efficiency and transparency are important to us. This is an incredible opportunity for the HR business partner or HR Generalist who desires exposure, support and access to tremendous professional growth and learning opportunities for reaching "your next level". What's in it for YOU? Bottom line: HR/OD proficiency. What does that look like? Your knowledge base will deepen; your skills will become sharper; your passion for human resources and organizational effectiveness (the way these disciplines were meant to be applied) will most certainly be elevated. What will insure your success on this team? Emotional intelligence, a sincere commitment to sharing your expertise and the willingness to learn (this means admitting that you don't know everything). Sound too good to be true? Apply and see!

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Human Resources Business Partner is the primary human resources contact for the designated Divisions. Specifically, the position leads and drives all Division related talent, organizational effectiveness and performance management priorities. Proficiency in the following disciplines are needed for this position to have maximum impact: Talent Acquisition/ Recruitment, Onboarding/ Off-boarding, Employee relations, Labor Relations, Performance Management, Talent Development, HRIS and Benefits.

Specific position responsibilities include:

BENEFITS ADMINISTRATION

- Educate employees and ensure working knowledge of all RiseBoro benefits, perks and total rewards programs.
- Process and track Worker's Compensation, FMLA, PFL, Medical and Personal leaves of absences by communicating with employees, completing required forms and reviewing, evaluating and approving any requests for leaves on a timely basis.
- Communicate with workers' compensation coordinator to resolve all inquiries from employees regarding Worker's Compensations claims.

- Complete research relating to HR best practices on FMLA/STD/Worker's Compensation; coach division leadership on how to apply this information in employee relations management.
- Facilitate and support off-boarding initiative with separating employees; facilitate exit interviews, COBRA and other relevant benefits transition management.

EMPLOYEE RELATIONS/ PERFORMANCE MANAGEMENT

- Coach and course-correct employees and managers on best-in-class and practical employee relations, performance management and leadership practices for a division with a blended business strategy.
- Review, edit and finalize all Corrective Discipline Reports in conjunction with program and VP or designee.
- Coordinate and oversee all aspects of employee discipline including the performance improvement plan development, coaching, grievance processes.
- Respond to inquiries regarding policies interpretation, procedures implementation and division impact.
- Lead performance management efforts in the Homecare division. Provide guidance and subject matter expertise in facilitating relevant PIP conversations with managers and employees.
- Maintain knowledge of legal requirements and government reporting regulations affecting human resources functions. Collaborate with General Counsel, Division leadership and the HR team to ensure policies and procedures, and reporting requirements are in compliance with regulatory agencies.

HCM/ HRIS

- Perform as Point-Of-Contact (POC) for assigned Divisions relating to HCM system updates, implementation projects, data curation and validation efforts.
- Create and generate reports from HRIS platforms as necessary; assist with audit requests and organizational effectiveness data reporting.
- Collaborate with Homecare Compliance team; periodically audits the database to ensure data accuracy and usefulness.

TALENT ACQUISITION/ ONBOARDING

- Lead and manage recruitment and talent acquisition efforts for the assigned Divisions.
- Ensure pre-hire and post-offer applicant processing by ensuring background checks, license verification and offer letters are accurate and complete.
- Track all recruitment activity, including the use of temporary workers, and leaves of absence by updating spreadsheets and entering in the ATS (applicant tracking system).
- Coordinate and support onboarding and efforts to help new hires successfully acclimate and integrate into the designated division and RiseBoro organization.
- Collect, analyze, prepare and deliver relevant talent acquisition data analysis.

OTHER EXPECTATIONS

- Provide HRBP back-up for other divisions as needed.
- Perform other designated duties and complete special projects as assigned.
- Attend, participate and represent the organization at events and learning opportunities.

EXPERIENCE NEEDED/ TARGET COMPETENCIES

- Minimum of three (3) years direct experience as an "in-house" HR Business Partner or HR Generalist supporting a mid-sized organization (500- 1000 employees)required.
- Computer Literacy; intermediate proficiency with Outlook, Microsoft Office 365.
- Experience with various HCM platforms, ATS systems, cloud-based portals, etc.
- Project management experience a plus.



- Strong time management skills; able to successfully work remotely.
- Strong team skills; high emotional intelligence; ability to navigate cross-departmental team complexities.
- Strong oral and written communication skills.
- Must be an effective communicator with strong platform skills.
- Ability to deal professionally with proprietary information and confidential meeting proceedings.
- Ability to successfully navigate complex organizational environments.
- Bilingual (Spanish/ English); both verbal and written proficiency strongly preferred.

EDUCATION EXPERIENCE

Bachelor's Degree in Human Resources or related field preferred.

SHRM Certified Professional (SHRM-CP) credential preferred.

Other relevant certifications welcomed for consideration.

NO AGENICES/ NO PHONE CALLS/NO RESUME DROP-OFFS

SEND COVER LETTERS AND RESUMES BY October 15th, 2019 to humanresources@riseboro.org. Please indicate position and your name in the subject line of the email.

Hint: We need a cover letter; it's considered a writing sample.