

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**HUMAN RESOURCES BUSINESS PARTNER**

Spec No. 2419

**BASIC FUNCTION**

Performs advanced, professional-level human resources work in support of designated functions. Acts as an operational and strategic partner and subject matter expert within the department and across Snohomish County as related to assigned areas.

**STATEMENT OF ESSENTIAL JOB DUTIES**

1. Provides expertise and leadership in designated human resources functions with a commitment to equity and social justice. These functions may include talent, data and information management, wellness and benefits, compensation and classification, civil service, learning and development, employee and labor relations, employment law and regulations, and related human resources services. Works at both the strategic and hands-on levels within these functions as needed.
2. Facilitates and implements strategies and plans to ensure that policies and procedures are consistent with applicable laws, codes, contracts and guidelines. Researches and interprets federal, state and county policy and other laws, rules and regulations related to designated functions and advises on updates that may affect related operations.
3. Develops and oversees programs, projects, and trainings to achieve goals within budgeted funds and available staff resources; oversees and coordinates program plans, future needs, goals and objectives.
4. Identifies opportunities to innovate and improve policies, practices and processes. Develops, implements, and communicates policies and procedures. Provides consultation and assistance to managers/supervisors in interpretation of county policy and procedures.
5. Consults with and provides guidance to county-wide staff and leaders to maintain successful human resources strategy; provides oversight to ensure county-wide consistency within assigned functions.
6. Administers human resource information systems and structures associated with assigned areas in order to leverage the return on technological capabilities. Provides support and advice relative to system capabilities and best practices. Assesses training needs; creates, implements, and conducts training; and provides technical expertise.
7. Provides support in labor negotiations and labor management meetings and discussions as related to functional areas; recommends resolution alternatives to management.
8. Performs duties related to assigned areas within the Human Resources department.
9. Develops strategies to advance equity and social justice as related to assigned functions, to support the ultimate goal of building a culture of diversity, equity, and inclusion.

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10. Represents Snohomish County at function-related activities, events and meetings to provide human resources perspectives concerning policy and county philosophy in regards to functional area. Builds strategic relationships and represents the Human Resources Department in interdepartmental, interagency and public meetings; serves on committees and task forces as assigned.
11. Researches federal, state and county laws as they apply to assigned functions; analyzes and evaluates policies and procedures and takes action to correct deficiencies and resolve problems. Recommends alternatives to management.
12. May plan, organize, coordinate, supervise and evaluate the work of subordinate employees or project teams, including participating in and making recommendations concerning the hiring, discipline, and potential termination of employees.
13. Maintains confidentiality of all personnel, payroll, accounting and finance records and reports along with any other records, reports and/or information deemed to be sensitive in nature. Leads the maintenance and control of records within assigned functions as needed.

**STATEMENT OF OTHER JOB DUTIES**

14. Performs other duties as required.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in business or public administration or other discipline directly related to human resources; AND, two (2) years of experience in human resources administration related to designated functions; OR, any equivalent combination of training and experience that provides the required knowledge and abilities.

**PREFERRED QUALIFICATIONS**

Professional Human Resources certification, such as SHRM-CP, PHR, IPMA-CP, or specialty certification related to assigned functions.

**SPECIAL REQUIREMENTS**

Must sign a confidentiality agreement as a condition of employment.

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**KNOWLEDGE AND ABILITIES**

Knowledge of:

- Principles and practices of human resources administration
- Theories, practices and procedures related to specialized field(s) in human resources
- Strategic planning techniques and principles, policy development and analysis; business process design and improvement, and human resources best practices
- Principles and practices of public sector collective bargaining
- Building consensus among individuals with conflicting viewpoints
- Human resources information systems and structures as related to assigned areas
- Adult learning theories, practices, and procedures related to training
- Effective facilitation, teaching and coaching skills at all levels of the organization

Ability to:

- Work professionally and respectfully with diverse groups of individuals (internal and external), elected officials, and the general public
- Act as a resource in problem resolution
- Establish and maintain effective working relationships with elected officials, department heads, and the general public
- Analyze, organize and evaluate a variety of data; prepare reports of findings and recommendations in a clear, concise and logical manner
- Take action that is consistent with available facts, constraints, and probable consequences
- Communicate in writing and verbally to a diverse group of individuals
- Convince others to initiate actions
- Build consensus among individuals with varying opinions and agendas
- Analyze and evaluate data and make decisions within and outside of existing guidelines
- Analyze, evaluate and recommend corrective action including updating and revising policy and procedures
- Work on a number of projects simultaneously
- Work with assigned staff in the development and implementation of a comprehensive quality improvement process
- Manage multiple programs/services and meet established deadlines
- Identify the impact of assigned programs and services on budget and collective bargaining agreements
- Navigate conflicting priorities and deadlines
- Operate a computer and associated software
- Apply team building techniques and principles
- Analyze and evaluate circumstances and work with affected employee and/or department management in resolving the issue(s) to a satisfactory resolution

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**SUPERVISION**

The employee receives general direction from an administrative superior. The work is performed with considerable independence and is reviewed through meetings, status reports and results obtained.

**WORKING CONDITIONS**

The work is performed remotely and in an office environment with occasional travel to meetings, events, and work sites. Some physical exertion may be required to transport materials in and out of the office and vehicles.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: December 2020  
EEO Category: 2 - Professionals  
Pay Grade: 242 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous  
FLSA Status: Exempt