

# Lake Havasu City, Arizona

## Class Description



**Title:** Human Resources Business Partner  
**Department:** Human Resources  
**Division:** N/A  
**Grade:** CP10

**FLSA Status:** Non-Exempt  
**Job Code:** 210831420  
**Updated:** 7/5/2025  
**Salary:** \$29.68 - \$43.04

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### General Definition of Work

Performs intermediate skills within the Human Resources Department including benefits administration, classification and compensation, employee relations, risk management, workers' compensation, recruitment and selection, training and development, and related work as apparent or assigned. Work is performed under the general direction of the Human Resources Supervisor.

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### Essential Functions

*The requirements listed below are representative of the knowledge, skill, and/or ability required and are subject to change as needs and job requirements change. Position assignments may vary. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Assist in areas of employment and recruitment including advertising jobs, sourcing potential employees, talent research, administering testing and interviews, onboarding and maintaining files, involved with employee relations to ensure ongoing support, training, and development, and identifying opportunities to improve performance levels.

Participates in benefit administrative duties guiding employees regarding various employee benefits; processes all benefit changes including new hires, life events, terminations, and COBRA enrollments; coordinates the submission of appropriate paperwork to ensure timely deductions of benefits; identifies, notifies, and prepares leave request; notifies the appropriate parties of benefit decisions and coordinates return to work program; maintain databases and spreadsheets.

Assists in classification and compensation plans; supports the development of new or revised job classification specifications; conducts salary surveys, job analyses, budget, and cost implications, research of and related analytical work to inform processes.

Work in a variety of Human Resources Information Systems, such as Oracle to maintain, manage, and process detailed employee information and human resources-related activities. Works closely with subject matter experts to learn processes, ensure data integrity, report writing, and analyze data.

Remains current with general labor law compliance, educating employees about regulatory and legal requirements, ensuring the organization is current and meeting all compliance laws.

Assists with the preparation of the departmental budget related to the area of assignment.

Operates and maintains motor vehicles requiring a valid driver's license.

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### Minimum Qualifications

Associate/Technical degree in human resources or a related field and considerable experience in Human Resources (HR) functions, or equivalent combination of education and experience.

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### Special Qualifications

SPHR or PHR Certification preferred.

OSHA 30-Hour Training preferred.

Oracle Fusion experience preferred.

Must meet and maintain all training and education requirements for the position.

Valid Driver's License of the appropriate class.

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### **Knowledge, Skills & Abilities**

General knowledge of the basic principles, practices, and techniques of public administration, including recruitment, selection, equal employment opportunity, training, and employment benefits administration; general knowledge of federal, state, and local laws and regulations pertaining to human capital management; general knowledge of research methods and analysis techniques; skill in the use of personal computers, associated software packages, hardware, and peripheral equipment.

Skill in effective methods of communication and interpersonal relations.

Ability to stay current on trends in human resources administration; ability to maintain accurate records and generate reports; ability to read, understand, interpret, and accurately explain policies, procedures, rules, and regulations pertaining to human resources administration; ability to learn City policies and procedures relating to the human resources program; ability to exercise tact and diplomacy in dealing with sensitive, complex and confidential personnel issues; ability to maintain the confidentiality of employment records and conversations pertaining to employees; ability to demonstrate a high level of integrity, organization, planning, and time management; ability to efficiently organize work and meet deadlines; ability to work well under pressure and in stressful situations; ability to establish and maintain effective working relationships with associates, employees and management; City Officials, insurance brokers, vendors, and the general public.

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### **Working Conditions**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions and frequently speaking or hearing; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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