Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Human Resources Business Partner (HRBP)**	FLSA Status:	**Exempt**
Job Family:	**Professional**	Pay Range:	**A/P Schedule, Grade Q**
Prepared/Revised Date:	**July 1, 2026**	Job Code:	**34420**

SUMMARY: Plan, coordinate, direct, administer, and conduct HR-related duties to support schools and business units assigned. Manages employment activities, by providing comprehensive consultation and support on all talent management needs; including hiring, job offers, employee relations, selection services, coaches and councils supervisors and employees concerning policies and procedures and employment laws and best practices. Implement, and review human resources policies, programs, practices, and procedures. Oversee employee evaluation and performance management process and advise principals, directors, and managers on performance management and evaluation. Design, implement, supervise and/or advise various programs including recruitment and retention, staffing, employee relations, compensation, and diversity initiatives related to employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Serve as the first point of contact to assigned Asst. Superintendent and the principals and assistant principals assigned to them. Provide excellent customer service, assisting the managers and employees in navigating human resource systems.
2. Hiring and Staffing Needs: Assist hiring supervisors and the HR Talent Team with coordination of the principal and district leadership hiring processes as requested. Facilitate interview committees as needed. Assure hiring practices are in compliance with the Employee Agreement, employment laws and district policy and practices.
3. Compensation: Collaborate with the payroll department on employee pay issues and provide support for problem-solving.
4. Onboarding/Training: Create, design, implement, and facilitate training for hiring managers. Develop and provide onboarding to licensed staff at beginning of each school year. Coordinate with the Professional Development department in new employee orientation processes as requested and in making Human Resources education and instruction available to all district employees. Provide administrative support to end users in District's Learning Management System (LMS). Build Reports as needed. Plan and facilitate ongoing training of hiring managers, district and HR staff on HR-related applications and accepted HR policies, practices, procedures onboarding, and evaluation systems.

5. Employee Relations: Respond to employee relations issues such as employee complaints, harassment allegations, civil rights complaints, and employee grievances. Resolve and track results of Incident Reports. Counsel supervisors and staff regarding staff conflicts and mediate conversations to resolve conflicts and issues. Provide counsel and assistance with employee performance evaluations and improvement plans. Assist in reviewing and writing formal discipline letters. Conduct employee investigations and write summary investigation reports. Set and prepare employment hearings as needed. Attend unemployment hearings and file unemployment claims as needed.
6. Background Checks/Arrest Reports: Review background checks and arrest reports for employees and volunteers. Ensure that candidate and volunteer background results meet district guidelines. Communicate directly with candidates and volunteers upon failure to meet background check requirements. Communicate directly with employees to investigate arrest reports received, and make decisions about future eligibility for employment.
7. Employment Laws & Practices: Advises and assists managers and supervisors with interpretation and application of employment policies and practices; and HR-related industry changes. Remains current on existing employment law and changes that may impact the work of the HR department. Make process changes to comply with changes in state and federal laws in partnership with the Employee Relations team, HR leadership, and legal team. Educate HR staff and supervisors on those changes and how they affect processes and procedures.
8. Oversee special projects as assigned. Uses sound judgement, sets timeline, builds project management tools and presents updates to director throughout life of the project. Works with various departments necessary to bring the project to completion. Tracks deliverables. May be required to build support for project goal by educating or training supervisor/employee groups.
9. In a timely manner, answers telephone calls and responds to in-person visits and written communications from customers that may include employees, community members, private companies, consultants, insurance company representatives, vendors, suppliers, etc.
10. Builds and sets work schedule calendars.
11. Negotiations: Serve as a resource to the annual negotiations process and employee groups; facilitate and/or participate on various employee group committees.
12. Evaluation Process: Administer, track, communicate, and provide training for evaluation systems.
13. Attend work and arrive in a timely manner.
14. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in Human Resources, Business, Education, Administration, or related field required
- Three years of human resources management experience at an exempt level preferred
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- PHR, SPHR, SHRM-CP or SHRM-SCP certification preferred
- Criminal background check required for hire
- Ability to travel among district locations.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Expert knowledge of the principals and practices of personnel or human resources management and administration; Fair Labor Standards Act and Title VII law and regulations, FMLA, ADA, EEO and other general employment laws and human resources policies, procedures, and practices
- Critical thinking and analytical skills
- Mediation and problem-solving skills
- Knowledge of compensation analysis, systems, and structures
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds
- Ability to supervise employees
- Ability to protect and maintain confidentiality in all aspects of the job
- Ability to work under deadlines; to be flexible in meeting the ever-changing needs of the department
- Ability to manage multiple priorities
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Employee Relations	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy	X			
Coordinate		X		
Instruct		X		
Compute		X		
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compile		X		
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	