



Human Resources Business Partner

Job Code	20001012	Job Family	People Operations & Culture	Leader	Yes
Department	Various	Reports to	Director, Human Resources	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2059		
Last Updated	12/1/2022				

Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

Job Summary

The Human Resources Business Partner provides guidance and solutions on the most complex Human Resources operational issues. Partners with all levels of management to consult, guide and facilitate the delivery of HR services. Serves as lead over one or more HR functions.

Accountabilities

Accountability #1

Deliver and ensure a positive employee experience in alignment with District values by collaborating, being inclusive and transparent, respectful and responsive and demonstrating compassion in all interactions and similar responsibilities.

Accountability #2

Achieve the highest level of employee and ratepayer trust by ensuring District programs, policies and practices are aligned with District values, strategic objectives and with local, state and Federal laws, legislation and best practices by maintaining awareness of current best practices, monitoring legislation and compliance requirements and incorporating into District programs and similar responsibilities.

Accountability #3

Invest in our employees by supporting management in achieving the District's strategic and/or operational objectives by resolving complex issues independently or in partnership with management and executives, by identifying root causes; risk identification; mitigation and management; conducting research and engaging with subject matter experts. Develops comprehensive options and recommends solutions by exercising effective judgment, sensitivity and creativity to changing needs, situations and initiatives and similar responsibilities.

Accountability #4

Deliver excellent employee experiences in support of District values and DEI objectives by actively promoting an environment where employees feel welcome and included and by developing, implementing and maintaining people and culture programs which are in alignment with those values and similar responsibilities.

Accountability #5

Demonstrate outstanding value relative to cost to our customers through a commitment to continual improvement by identifying areas within HR which can be streamlined using process improvement techniques. Recommend and develop new approaches, programs and policies, partner with staff to implement changes and procedures, and communicate changes to impacted parties and similar

responsibilities.

Accountability #6

Demonstrate powerful partnership that supports management in achieving the District's strategic and/or operational objectives by leading complex projects, engaging with stakeholders, developing project plans, monitoring project progress and ensuring projects are implemented successfully and similar responsibilities.

Accountability #7

Deliver excellent employee experiences in support of the District's values by being an engaged leader of the Human Resources team and by mentoring, guiding and supporting team members and similar responsibilities.

Accountability #8

Demonstrate powerful partnership as a change agent to support management in achieving the District's strategic and/or operational objectives by understanding organizational objectives, facilitating change efforts, and communicating change while being flexible and adjusting styles to suit the audience and similar responsibilities.

Accountability #9

Achieve the highest level of employee and ratepayer trust by ensuring District programs, policies and practices are aligned with District values, strategic objectives and with local, state and Federal laws, legislation and best practices by maintaining awareness of current best practices, monitoring legislation and compliance requirements and incorporating into District programs and similar responsibilities.

Accountability #10

Demonstrate outstanding value that supports District objectives by participating in development of departmental work plans by engaging with HR management on strategic planning, goal-setting, project planning and similar. Utilizes big picture thinking to align HR work plans with operational objectives of the organization while partnering with management and executives to enable their success and similar responsibilities.

Minimum Qualifications Note

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a

disability during the application or recruiting process, please contact Human Resources at HRRecruiting@snopud.com, or by phone at 425-783-8655.

Qualifications – Education and Experience

Minimum Required Education and Experience:

Bachelors Degree in Business Administration, Human Resource Management, Public Administration, or a related field, AND
Six (6) years of related Human Resources experience;

OR

Associate's Degree Business Administration, Human Resource Management, Public Administration, or a related field, AND
Eight (8) years of related Human Resources experience;

OR

Ten (10) years of related Human Resources experience.

Preferred Education and Experience:

Qualifications – License(s) and/or Certification(s)

Minimum Required License(s) and/or Certification(s):

Preferred License(s) and/or Certification(s):

SHRM-CP, PHR, SPHR or similar

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Collaborative and passionate about the employee's experience and HR's role in supporting District values and strategic priorities.

Ability to demonstrate strong emotional intelligence both in-person and hybrid work environments.

Ability to effectively collaborate with executives, managers and employees about complex and sensitive issues.

Strong work ethic and willingness to take ownership, initiative and accountability for area of responsibility.

Strong oral and written communication skills, including report writing, presentations and communicating effectively with all levels in the organization and outside agencies.

Ability to lead people through changes.

Flexibility and sense of urgency in responding to unanticipated situations.

Proactive approach to problem solving.

In depth knowledge of State, Federal, and local laws, statutes and regulations.

Advanced technical skills including Word, Excel, and PowerPoint.

Able to perform complex statistical computations.

Strong project management techniques and practices.

Coaching and consulting techniques.

Ability to work with and maintain confidential information ensuring privacy and security.

Use independent and discretionary judgment.

Understand interdependencies between various HR and business operations functions.

Understand strategic relationships by engaging and influencing others, building relationships and trust, and developing and maintain professional credibility.

Preferred Skills and Abilities:

Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Leader” at the Manager level.

Adaptability
Aligning Performance for Success
Building Customer Relationships
Building Talent

Coaching
 Communication
 Continuous Improvement
 Continuous Learning
 Courage
 Creating a Culture of Trust
 Creating an Inclusive Environment
 Customer Focus
 Delegation and Empowerment
 Driving for Results
 Driving Innovation
 Emotional Intelligence Essentials
 Empowering Decision Making
 Execution
 Guiding Team Success
 Initiating Action
 Inspiring Others
 Leveraging Feedback
 Positive Approach
 Professional Knowledge and Aptitude
 Selecting Talent
 Stress Tolerance
 Technology Savvy

Physical Demands

Physical Demands List

Frequency

Sit	Constant (67-100%)
Walk	Occasional (11-33%)
Stand	Occasional (11-33%)
Drive	Seldom (1-10%)
Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Seldom (1-10%)
Bend/Stoop	Seldom (1-10%)
Squat/Kneel	Never
Crawl	Never
Reach	Never
Work above shoulders (note specific activity in open text box below)	Never

Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Never
Fine finger manipulation	Constant (67-100%)
Operate foot controls	Seldom (1-10%)
Lift (note weight in open text box below)	Never
Carry (note weight in open text box below)	Never
Push/Pull (note specifics in open text box below)	Never
Work rapidly for long periods	Never
Use close vision	Seldom (1-10%)
Use distance vision	Seldom (1-10%)
Use color vision	Seldom (1-10%)
Use peripheral depth perception	Never
Speak	Constant (67-100%)
Hear	Constant (67-100%)

Additional Physical Demands not listed above and associated frequency below.

Mental Demands

Communication

	Frequency
Understand and carry out simple oral instructions	Frequent (34-66%)
Understand and carry out complicated oral instructions	Frequent (34-66%)
Train other workers	Frequent (34-66%)
Work alone	Occasional (11-33%)
Work as a member of a team	Constant (67-100%)
Follow standards for work interactions	Constant (67-100%)
Write communications for clarity and understanding	Constant (67-100%)
Speak with clarity with others	Constant (67-100%)

Comprehension

	Frequency
Read and carry out simple instructions	Frequent (34-66%)
Read and carry out complicated instructions	Frequent (34-66%)
Retain relevant job information	Constant (67-100%)

Reasoning

	Frequency
Read and interpret data	Constant (67-100%)
Count and make simple arithmetic additions and subtractions	Frequent (34-66%)
Use intermediate and/or advanced math	Frequent (34-66%)

Organization	Frequency
Plan own work activities	Constant (67-100%)
Plan work activities of others	Frequent (34-66%)
Direct work activities of others	Occasional (11-33%)
Resilience	Frequency
Work under pressure	Constant (67-100%)
Work for long periods of time	Occasional (11-33%)
Work on several tasks at the same time	Constant (67-100%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
Exposure to weather	Never
Wet and/or humidity	Never
Atmospheric conditions	Never
Confined/restricted working environment	Never
Vibratory Tasks – High	Never
Vibratory Tasks – Low	Never

Additional Environmental Conditions in this job not listed above and the associated frequency below.

Risk Conditions List	Frequency
Exposure to Heights	Never
Exposure to Electricity	Never
Exposure to Toxic or Caustic Chemicals	Never
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Never
Extreme Hot	Never
Proximity to Moving Mechanical Parts	Never
Noise Intensity	Never
Exposure to animals	Never

Working with angry customers

Seldom (1-10%)

Additional Risk Conditions present in this job not listed above and the associated frequency below.

On-Call Status and Frequency

On-Call is required.

- Yes
- No

On-call activities and frequency.

Occasionally - 1x quarter or 4-6 times a year Storm Support

Work Location

The primary assignment for this position is:

- Remote
- Office Hybrid
- On-Site
- Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.