

### Job Description

**Job Title:** Human Resources Business Partner  
**Reports To:** Chief Human Resources Officer

**Department:** Human Resources  
**Line of Business:** Corporate

**FLSA:** Exempt

**Pay Grade:** 12

**Job Posting Period:**

### Expectations for All Employees:

Fill a leadership role in helping the Company achieve its Mission of Protecting Others by living the Core Values of Integrity, Leadership, Relationships and Enthusiasm in everything that we do.

### Job Summary:

The Human Resources Business Partner is responsible for building strong partnerships within the assigned line(s) of business in order to design, implement and manage effective organization-wide Human Resource policies and programs that allow the organization to attract, hire and retain the best employees in the industry so that the mission and goals of the organization can be achieved.

### Essential Functions and Responsibilities:

- 25% Serve as a member of the senior management team of the line(s) of business supported. Participate in decision making, strategic planning and succession management for the assigned organization. Influence the operational direction of the business unit as it relates to HR functions. Serve as a technical resources and provide HR expertise, coaching and counseling to all LOB members.
- 20% Manage, develop and mentor the Talent Acquisition Specialist ensuring recruitment related metrics are achieved for the assigned line of business. Lead the recruitment process for key management positions as needed.
  - Ensure appropriate recruiting metrics including time to fill, onboarding satisfaction, brand awareness are in place and being achieved by the Talent Acquisition Specialist.
  - Ensure appropriate selection tools are in place that support the identification and hiring of the best talent. This includes applicant assessment tools and behavioral-based interviewing processes.
  - Approve all offers of employment.
- 20% Acts as a performance improvement driver and assist in provoking positive change in the people management of the operating unit. Work closely with managers and supervisors to guide people development. Actively identify gaps and shortages in the people management process and work with operating line management team to implement solutions to address those gaps. Serve as a resource and subject matter expert to the operating line management team in identifying succession and development plan strategies for key positions and individuals.
- 10% Participate as an active member of the ProAssurance Human Resources team. Work effectively with other HR Business Partners, HR Directors and the Chief Human Resources Officer to strategize and implement best practices throughout the organization. Stay abreast and knowledgeable of market and industry standards and help keep the organization on the leading edge.
- 5% Monitor and support the ProAssurance Way initiatives. Serve as a role model to others on core values and partner with the LOB Leaders and the Director of Employee Engagement to coordinate and deliver programs that reinforce the ProAssurance Way.
- 5% Work with the operating unit's management team in coordinating non-technical and Workday training needs of the line(s) of business as needed. Coordinate with Director of Employee Engagement and/or the Director of HCM to identify or develop training programs as needed. Deliver training when appropriate.

### Secondary Functions:

- 5% Conduct exit interviews for all voluntary terminations. Work with Director of Employee Engagement and the Talent Acquisition Specialist to identify trends and concerns and make recommendations to address those concerns.
- 5% Communicate with the Compensation and Benefits Analyst on all disability and worker's compensation claims for the operating unit within company policy and applicable federal and state laws. Serve as initial point of

contact for employees ensuring proper referral to the benefits team and for effective and efficient handling of the claim.

- 3% Serve as a subject matter expert on the company-wide Learning Management System for the lines of business supported. Ensure all employees of the unit are knowledgeable in the LMS and utilizing the system to support the professional development of employees.
- 3% Participate in various projects as assigned.

### **Qualifications**

- 👉 This position requires a Bachelor's degree in Human Resources, Business or related field and a minimum of 10 years of human resources experience, preferably in a generalist and/or management capacity. Certifications in an HR specialty area such as CEBS, SHRM, CCP and/or Organizational Development.
- 👉 Diplomacy in dealing with highly confidential and sensitive matters.
- 👉 Ability to communicate effectively both verbally and in writing with all levels of the organization as well as with outside customers and vendors.
- 👉 Strong business acumen and the ability to learn and understand the needs and challenges of the operating line of business.
- 👉 Strong management and change management skills. The ability to listen, identify issues, make recommendations and influence change in the organization.
- 👉 Proven ability to establish and maintain credibility within the operating unit.
- 👉 Knowledgeable in various software packages including Microsoft Office products, such as Word, Excel, PowerPoint, Outlook.
- 👉 Continual attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines.

### **Additional Comments**

As corporate business decisions are made and the direction of the company evolves, the duties and responsibilities outlined above are subject to change in scope and detail.