DENVER
THE MILE HIGH CITY

Office of Human Resources
HR Business Partner Senior – LH3550

THIS IS A PUBLIC DOCUMENT

General Statement of Duties

Performs a variety of full performance level professional work in complex human resources functions to represented and/or non-represented employee populations related to organizational strategy, employee relations, performance management, workforce readiness, engagement, classification and compensation, dispute resolution, recruitment support, and separation. Provides analysis, advice and counsel to managers, supervisors, and employees on human resources matters and processes to ensure compliance with the rules, policies, and procedures. Interprets and explains human resources law, career service rules, administrative regulations, memoranda of understanding, the city ordinances, and other human resources policies and procedures to supervisors and employees. Consults with City Attorney's Office concerning employee relations and dispute resolution items and disciplinary/grievance processes to ensure compliance with the rules, policies, and procedures.

Distinguishing Characteristics

This class is part of the Human Resources Business Partner classification series. This series encompasses the following job classifications in increasing level of responsibility and scope: Human Resources Business Partner Associate, Human Resources Business Partner, and Human Resources Business Partner Senior.

Essential Duties

Understands the leadership needs of client agencies. Develops strategies to build leader capability, develop the next generation of leaders and promote a culture of strong leadership throughout the organization.

Proactively identifies business issues and opportunities throughout the organization. Challenges assumptions to help define opportunities, recommends optimal solutions based on technical HR and business knowledge and expertise. Communicates and influences the case for initiating a business change to key stakeholders, overcomes resistance, and measures impact.

Persists tactfully in promoting a position while adjusting style to fit the situation. Persuades others to consider and adopt a new position or attitude on a topic. Convincingly explains the benefits of a course of action or advantages over alternatives, providing data and examples to illustrate points.

Has a thorough understanding of the strategic perspective regarding agency/ organizational purpose (mission, vision, and values), direction (strategy, goals, and metrics), key stakeholders, environmental scan, competitive strategy, and critical success factors. Can influence strategic planning.

Recommends organizational development strategies to leaders, including quality improvement, performance enhancement approaches, and problem solving by analyzing departmental trends and performance outcomes. Conducts assessments, gap analysis, and strategy development for individual learning and organizational development.

Demonstrates continuous effort at agency/organizational level to improve business operations, decrease turnover, streamline work processes, and work cooperatively and jointly to influence quality customer service.

Leads special projects and initiatives for purposes of developing leadership skills and competencies, and to ensure successful project outcomes; takes on additional responsibilities for individual and collective contributions of professional growth, provides coordination and leadership to lower-level peers; serves on managerial teams and committees to generate ideas and to enhance individual professional growth.

Develops project plans, timeline and implementation strategies for functions related to employee relations, performance management, workforce readiness, engagement, classification and compensation, dispute resolution, and workforce talent. The project management process addresses utilizing a change process, communication strategy and options for moving forward while considering and anticipating challenges within the organization.

Resolves workplace disputes by resolving conflict, conducting thorough investigations, managing grievance and arbitration processes, and facilitating open communication among stakeholders. Provides strategic guidance to supervisors on performance management, disciplinary actions, and complex employee relations matters. Proactively addresses conflicts, using mediation and problem-solving strategies to reach fair and constructive resolutions. Maintains composure and professionalism in high-pressure situations, fostering a culture of accountability, trust, and collaboration.

Develops and maintains strong relationships with employees, union representatives and management to foster a collaborative and productive labor environment. Ensures compliance with and consistent application of career service rules, labor laws, organizational policies, and collective bargaining agreements (CBAs). Advises leaders on labor relations strategies, proactively identifying risks and opportunities to support a positive work environment.

Supports agency leadership in strategic workforce planning, talent management, organizational development, and workforce readiness initiatives. Partners with business leaders to assess workforce impacts on operational goals, drive data-informed decision-making, and develop proactive solutions that balance compliance, business needs, and employee engagement.

Advises and educates leaders on best practices for managing in both unionized and non-unionized environments, providing training and tools to enhance management best practices, labor relations knowledge and contract administration skills. Collaborates with legal, HR, and labor relations teams to ensure alignment on labor policies, contract negotiations, and risk mitigation strategies.

Has a strong foundational understanding of financial and accounting concepts and how the organization utilizes its annual budget.

Performs other related duties as assigned. Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Conflict Management – Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Customer Service – interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Decision Making – Uses data and insights to make well-informed, objective decisions, considers the impact and implications of choices, and commits to decisive action even amidst uncertainty to drive business outcomes.

Influencing/Negotiating – Persuades others to accept recommendations, cooperate, or change their behavior, works with others towards an agreement, and negotiates to find mutually acceptable solutions.

Working with People - Fosters a culture of respect, inclusion, and collaboration by listening actively, showing empathy, valuing diverse perspectives, and resolving conflicts constructively.

Reasoning/Critical Thinking – Applies logic, deductive and inductive reasoning, and problem-solving skills to evaluate complex situations, assess cause-and-effect relationships, and develop sound conclusions.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of laws, rules, regulations, case law, principles, and practices related to employee conduct, performance, and dispute resolution.

Understands principles of labor relations including union engagement, grievance resolution, and collective bargaining. Ability to navigate labor-management relationships in a way that balances compliance, operational needs, and workforce engagement.

Knowledge of hiring, classification, benefits, labor relations, negotiation, and federal, state, and local employment regulations.

Knowledge of federal and state laws and regulations with respect to Department of Labor laws as it relates to FMLA, ADA, HIPAA, and Workers Compensation.

Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.

Level of Supervision Exercised

By position, performs lead work and/or supervises human resources staff.

Education Requirement

Bachelor's Degree in Business Administration, Human Resources, or a related field.

Experience Requirement

Five (5) years of professional human resources experience.

Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

None

Working Environment

For DPL Positions Specifically:

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.
Handles absentee replacement on short notice.
Handles emergency or crisis situations.
Occasional pressure due to multiple calls and inquiries.
Subject to pressure for multiple calls, inquiries, and interruptions.

Level of Physical Demand

For DPL Positions Specifically:
1-Sedentary (0-10 lbs.) - 2-Light (10-20 lbs.)

Physical Demands

For DPL Positions Specifically:

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Depth Perception: Ability to judge distances and space relationships.
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.
Fingering: Picking and pinching, through use of fingers or otherwise.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Lifting: By Position, may move objects up to 10 pounds, or 10-20 pounds from one level to another.
Reaching: Extending the hands and arms or other device in any direction.
Repetitive Motions: Making frequent or continuous movements.
Sitting: Remaining in a stationary position.
Talking: Communicating ideas or exchanging information.
Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.
Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Background Check Requirement

Criminal Check
Education Check
Employment Verification

Assessment Requirement

None

Probation Period

None

Class Detail

Pay Grade: EX-11
FLSA Code: Y
Established Date: 5/19/2025
Established By: JFH
Revised Date:
Revised By:
Class History: Clone classification.