



DEPARTMENT: HUMAN RESOURCES
REPORTS TO: DIRECTOR, HUMAN RESOURCES

JOB DESCRIPTION
HUMAN RESOURCES BUSINESS PARTNER (HRBP)

SALEM, NH LOCATION

RESUME SUBMISSIONS SHOULD BE SENT TO SAMANTHA SANDS, smsands@ccusa.com

POSITION SUMMARY

Furthering the Human Resources mission of enabling strategy, shaping behaviors and driving results, the HR Business Partner (HRBP) solves organizational challenges through people-related solutions. The HRBP partners with site leaders to ensure that the people programs and systems are in place to recruit, retain, develop and maximize talent. The position formulates partnerships across the HR function to deliver value-added service to management and associates that reflects the business objectives of the organization.

ESSENTIAL FUNCTIONS

- Uses knowledge of HR to provide support to both leaders and associates through Organizational Development, performance & talent management, leadership development, coaching and advising.
- Supports and guides leaders to ensure compliance of HR laws and regulations, reducing risk to the Company.
- Conducts fair and impartial investigations into any claim and offer dispute resolution. Prepare all written supporting documentation and be prepared to attend and represent CCS at any required hearings or dispute meetings.
- Uses expertise in employee relations to solve problems, negotiate, and find the best possible outcome. Prepare accurate accounts in the form of written documentation of all employee relations issues/exchanges between associates, management, and HR.
- Analyzes data to create insights for organizational leaders to facilitate informed decision making relating to business needs and operational efficiencies.
- Provides honest and open communication to facilitate understanding and collaboration.
- May assist in on-boarding and company training sessions including following up with new hires to ensure seamless transition into the organization.
- Collaborates with functional HR partners to ensure all associate needs are met and to support business objectives.
- Consults with HR Director on issues outside the scope of regular day-to-day issues.
- Understands and empathizes with the unique needs of leaders and associates, provides world class customer service.
- Partner with leadership teams to successfully complete the annual performance management process, including goal setting and ratings calibration.
- Understands the importance of culture on performance and associate engagement and actively builds organizational culture that supports the needs and goals of the Company.
- Supports culture change by coaching leaders on how behaviors reflect and drive culture.
- Incorporates cultural standards into HR practices and processes and fosters an inclusive environment.
- Uses knowledge of the business, people and HR to assess, diagnose and provide solutions to problems.
- Consults with business leaders to make improvements that are sustained and measurable.



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- Conducts other duties as part of the larger HR team as required.

QUALIFICATIONS

- 4+ years of directly related experience with organizational development, performance management, employee relations, talent acquisition, and HR systems.
- Familiar with applicable state, federal and/or country laws.
- Proven ability to use critical thinking and analytical skills to make recommendation and assist in business decisions.
- Able to create and maintain relationships with business leaders and associates.
- Able to multitask and manage time effectively.
- Excellent verbal and written communications skills.
- Proficient computer skills – Excel, PowerPoint, Word and HRIS systems.
- High standards of ethics and confidentiality
- Receptive to Coaching: Being receptive to feedback, willing to learn, embracing continuous improvement and is receptive and responsive to change
- Ability to work independently, be self-motivating, and prioritize tasks or projects to meet expected deadlines
- Ability to maintain a predictable and consistent full-time work schedule.

EDUCATION

- Bachelors Degree – Human Resources, Business, or directly related experience required.

TRAVEL

- Occasional/Incidental travel between facilities when needed for meeting purposes.
- Travel to training seminars, conferences, etc.



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PHYSICAL REQUIREMENTS

Please check the appropriate physical requirements of the position in the course of a shift.

GENERAL ACTIVITY

Number of Hours

| | 6-8 | 4-6 | 2-4 | 1-2 | Occasional |
|------------|------------|------------|------------|------------|-------------------|
| STAND/WALK | ___ | ___ | ___ | _X_ | ___ |
| SIT | _X_ | ___ | ___ | ___ | ___ |
| DRIVE | ___ | ___ | ___ | ___ | _X_ |

MOTION

| | Bend | Squat | Crawl | Climb | Reach |
|--------------|-------------|--------------|--------------|--------------|--------------|
| OCCASIONALLY | _X_ | _X_ | _X_ | _X_ | _X_ |
| FREQUENTLY | ___ | ___ | ___ | ___ | ___ |
| CONTINUOUSLY | ___ | ___ | ___ | ___ | ___ |

| | Lift | Carry | Push | Pull |
|--------------|-------------|--------------|-------------|-------------|
| OCCASIONALLY | _X_ | _X_ | _X_ | _X_ |
| FREQUENTLY | ___ | ___ | ___ | ___ |
| CONTINUOUSLY | ___ | ___ | ___ | ___ |

USE OF HANDS/FEET

| | Gross Function (Grip/Grasp) | Precise Function (Fine Manipulation) | Gross Function (Grip/Grasp) | Precise Function (Fine Manipulation) |
|------------|---------------------------------------|--|---------------------------------------|--|
| Right Hand | _X_ | _X_ | Right Foot | ___ |
| Left Hand | _X_ | _X_ | Left Foot | ___ |

Please check the degree of work you feel this position requires overall to perform the essential functions.

X **Sedentary Work:** Lifting 10 lbs. Maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one which involves sitting a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.



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_____ **Light Work:** Lifting 20 lbs. Maximum with frequent lifting and/or carrying of objects weighting up to 10 lbs. Even though the weight lifted may be only a negligible amount, a job is in this category when it involves sitting most of the time with a degree of pushing and pulling of arm and/or leg controls, or when it requires walking or standing to a significant degree.

_____ **Medium Work:** Lifting 50 lbs. Maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs.

_____ **Heavy Work:** Lifting 100 lbs. Maximum with frequent lifting and/or carrying of objects weighing up to 50 lbs.

_____ **Very Heavy Work:** Lifting objects in excess of 100 lbs. With frequent lifting and/or carrying of objects weighing 50 lbs. or more.

Please list any other physical requirements: listening, speaking, keyboarding, occasional driving, and occasional lifting.

OTHER PHYSICAL REQUIREMENTS:

Telephone Work: Requires Talking and Listening
Occasional Driving
Keyboarding

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