

New Job Posting

July 7, 2021

HR Business Partner (Full or Part-Time) —Olathe, KS

Are you an experienced HR professional looking for an opportunity to grow and advance your HR career? Do you want to make a difference in the community and complete meaningful work everyday? If you are passionate about the employee experience and enjoy working with employees and applicants, stop right here because this might be the job for you! The City of Olathe is looking for two HR professionals, one full-time and one part-time (working 29 hours per week), to join their team in providing exceptional services to both internal and external customers in the area of HR services.

Key Responsibilities: The HR Business Partner role will include work in recruitment, training, employee relations, coaching and development, and everything related to the employee experience at the City of Olathe as we strive towards a premiere employment experience. The successful candidates will work with a variety of audiences including managers, employees, applicants, and peers through both day-to-day HR support and strategic efforts to help the City of Olathe innovate, collaborate, and work as a team. Each HR Business Partner is assigned specific areas of focus within the various lines of business and these assignments provide great opportunities for team work, growth, and sharing your passion in HR with others.

Experience & Education: A Bachelor's degree in human resources, business administration, public administration, or other closely related field is required. Four additional years of directly related experience may be substituted for education. Excellent customer service, communication, team work, and computer skills are essential.

- An **HR Business Partner I** requires one or more years of increasingly responsible administrative experience work in HR related services. A PHR, SHRM-CP, or IPMA-CP certification is preferred.
- An **HR Business Partner II** requires three or more years of increasingly responsible experience working in HR related services. A PHR, SHRM-CP, or IPMA-CP certification is preferred.
- An **HR Business Partner III** requires five or more years experience working as a generalist, specialist, or other equivalent HR role. An SPHR, SHRM-SCP, or IPMA-SCP certification is preferred.

Supplemental Information: Must successfully pass background investigation, pre-employment physical and drug screen. **Salary:** \$48,822—\$95,537 Annually

Apply Online at: <http://www.olatheks.org>

Application Deadline: July 15, 2021

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