

HR Business Partner – 2021 Roadmap Overview

January

The %s listed below are guidelines and reflect suggested HRBP workload distribution. The majority of HRBP time is focused on department HR support.

Suggested Primary Tasks	Functional Areas (from HR BP concept paper)	Workload Distribution
Sustain department HR support and plan for the coordination and management of transfer of work from department HR office structure to HR Transformation structure (e.g., Employee Relations, Absence Management, etc.)	<ul style="list-style-type: none"> Coordinate HR Efforts Address Employee & Management Concerns Consult with Executives & Managers 	Up to 85%
Participate in Strategic Workforce Management learning and development program (introduction to workforce planning)	<ul style="list-style-type: none"> HR Programs Onboarding , Employee Engagement & Morale 	Up to 10%
Participate in HR BP tool kit learning and development program (focus on guides-Onboarding, LMS, PMS, etc.)	<ul style="list-style-type: none"> Consult with Executives& Managers Address Employee & Management Concerns 	Up to 5%

February

Suggested Primary Tasks	Functional Areas (from HR BP concept paper)	Workload Distribution
Sustain department HR support and coordinate and manage transfer of work from department HR office structure to HR Transformation structure	<ul style="list-style-type: none"> Coordinate HR Efforts Address Employee & Management Concerns Consult with Executives & Managers 	Up to 80%
Participate in Strategic Workforce Management learning and development program (focus: align with department strategic direction, SWOT analysis, workforce risk assessment, demographics, etc.)	<ul style="list-style-type: none"> HR Programs Onboarding , Employee Engagement & Morale 	Up to 10%
Map 2021 unique agency HR business needs, manager & supervisor coaching and learning & development	<ul style="list-style-type: none"> Consult with Executives & Managers Address Employee & Management Concerns 	Up to 10%

March/April

Suggested Primary Tasks	Functional Areas (from HR BP concept paper)	Workload Distribution
Coordinate and manage active HR efforts within the agency – identify HR services and business processes that can be adjusted/improved (Dept and DOPLR)	<ul style="list-style-type: none"> Coordinate HR Efforts Address Employee & Management Concerns Consult with Executives & Managers 	Up to 70%
Participate in Strategic Workforce Management learning and development program (focus: agency workforce current and future state analysis, etc.)	<ul style="list-style-type: none"> HR Programs Onboarding , Employee Engagement & Morale 	Up to 15%
Provide for unique agency HR business needs, manager & supervisor coaching and learning & development	<ul style="list-style-type: none"> Consult with Executives & Managers Address Employee & Management Concerns 	Up to 15%

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May/June/July

Suggested Primary Tasks	Functional Areas (from HR BP concept paper)	Workload Distribution
Coordinate and manage active HR efforts within the agency – identify HR services and business processes that can be adjusted/improved (Dept and DOPLR)	<ul style="list-style-type: none"> Coordinate HR Efforts Address Employee & Management Concerns Consult with Executives & Managers 	Up to 60%
Develop Strategic Workforce Management plan and efforts for department (1:1 coaching/mentoring available for HR BPs)	<ul style="list-style-type: none"> HR Programs Onboarding , Employee Engagement & Morale 	Up to 20%
Provide for agency HR business needs, manager & supervisor coaching and learning & development	<ul style="list-style-type: none"> Consult with Executives & Managers Address Employee & Management Concerns 	Up to 20%

August/September/October

Suggested Primary Tasks	Functional Areas (from HR BP concept paper)	Workload Distribution
Coordinate and manage active HR efforts within the agency – identify HR services and business processes that can be adjusted/improved (Dept and DOPLR)	<ul style="list-style-type: none"> Coordinate HR Efforts Address Employee & Management Concerns Consult with Executives & Managers 	Up to 50%
Finalize Strategic Workforce Management plan for department – address agency's top workforce priorities (e.g., recruitment, retention, etc.)	<ul style="list-style-type: none"> HR Programs Onboarding , Employee Engagement & Morale 	Up to 25%
Provide for agency HR business needs, manager & supervisor coaching and learning & development	<ul style="list-style-type: none"> Consult with Executives & Managers Address Employee & Management Concerns 	Up to 25%

November/December

Suggested Primary Tasks	Functional Areas (from HR BP concept paper)	Workload Distribution
Coordinate and manage active HR efforts within the agency – identify HR services and business processes that can be adjusted/improved (Dept and DOPLR)	<ul style="list-style-type: none"> Coordinate HR Efforts Address Employee & Management Concerns Consult with Executives & Managers 	Up to 50%
Implement Strategic Workforce Management plan and efforts in conjunction with department workforce priorities – provide performance data & value/benefits	<ul style="list-style-type: none"> HR Programs Onboarding , Employee Engagement & Morale 	Up to 25%
Provide for agency HR business needs, manager & supervisor coaching and learning & development	<ul style="list-style-type: none"> Consult with Executives & Managers Address Employee & Management Concerns 	Up to 25%