



Job Title:	HR Business Partner
Department:	Human Resources
Reports To:	HR Manager
Supervises:	None
Job Group:	Professionals
Exempt or Non-Exempt:	Exempt

Job Description:

People are the foundation of a successful organization, and the Human Resources Business Partner (HRBP) plays a critical role in aligning business objectives with people strategies. The HRBP serves as a trusted advisor and strategic partner to field leaders, providing guidance and support across the team member lifecycle. This role works closely with management to build organizational capability, drive performance, strengthen employee engagement, and cultivate a positive workplace culture. The Human Resources Business Partner develops solutions that support business goals while ensuring consistency, compliance, and alignment with company values. Through strategic thinking, workforce planning, performance management, and employee relations support, the HRBP, in conjunction with the HR Manager, helps leaders build high-performing teams, lead effectively, and create an environment where team members can thrive.

At RDO Equipment Co., we make decisions thoughtfully, balancing the impact on each of our stakeholders, and enact those decisions according to each of our core values. In this way, we find purpose in our work and pride in our purpose.

Specific Duties Include:

- Build strong partnerships with leaders to understand operational needs and provide strategic HR guidance.
- Serve as a trusted advisor to leaders on team member relations, organizational effectiveness, workforce planning, and talent development.
- Partner with management to drive performance management initiatives, including coaching, goal setting, performance reviews, development planning, documentation, and corrective action processes.
- Utilize strategic thinking and workforce analytics to identify organizational trends, risks, and opportunities that support business objectives.
- Lead and support employee relations investigations, conflict resolution, and workplace concerns while ensuring consistency and compliance.
- Collaborate with leaders on succession planning and talent development strategies to build leadership capability and organizational strength.
- Support change management initiatives and organizational transitions through effective communication, coaching, and stakeholder partnership.

- Analyze turnover, engagement, and workforce metrics to identify trends and recommend actionable solutions.
- Facilitate management training on the hiring process, interviewing skills, performance management, employee relations, leadership development, and HR best practices.
- Advise leaders on employee lifecycle matters including promotions, transfers, leave management, performance concerns, and separations.
- Collaborate with Learning & Development teams to support organizational talent strategies.
- Assist in the management and administration of the Family Medical Leave Act (FMLA) process.
- Support management and provide guidance on compensation decisions to ensure internal equity, market competitiveness and alignment across teams, positions and regions.
- Partner with HR Manager and management on special projects related to a wide variety of HR initiatives.
- Follow all safety rules and regulations while performing work assignments and adhere to all policies and procedures as specified in company manuals and as directed in the employee handbook.
- Conduct self in the presence of customers and community so as to present a professional image of RDO Equipment Co.
- Proactively seek and participate in available company-sponsored training, in an effort to develop and advance knowledge base and skill set.
- Participate in all company/location driven communication efforts, including open book meetings, huddles, department meetings and other related efforts.
- Maintain a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and exemplary customer service.
- Perform all other duties as assigned by management in a professional and efficient manner.

Job Requirements:

- Qualified candidates should have 5+ years of professional HR experience, preferably in a business partner, generalist, or employee relations capacity.
- A bachelor's degree in Human Resources, Business, Communications, or related field preferred.
- Candidates should have demonstrated experience with performance management, employee relations, organizational development, and leadership coaching.
- Strong strategic thinking, problem-solving, and decision-making abilities are preferred in addition to professional communication and interpersonal skills.
- Strong candidates should have experience conducting workplace investigations and supporting conflict resolution.
- Candidates should have the ability to influence leaders and build trusted partnerships across multiple levels of the organization.
- Candidates should be organized, detail-oriented, and able to manage multiple priorities in a fast-paced environment.
- A professional HR certification (SHRM-CP, SHRM-SCP, PHR, or SPHR) preferred.
- The ability to travel up to 15% is required.
- Candidates must have valid work authorization and be able to work in the U.S. without company sponsorship.

Essential Job Functions:

Activity	Never	Occasionally	Frequently	Constantly
Hours Per Day	0 Hours	Up to 3 hours per day	3-6 hours per day	6-8+ hours
Sitting				X
Walking		X		
Standing		X		
Bending (neck)			X	
Bending (waist)		X		
Squatting	X			
Climbing	X			
Kneeling	X			
Crawling	X			
Twisting (neck)		X		
Twisting (waist)		X		
Hand Use: Dominant Hand Right___ Left___				
Is repetitive use of hand required?		X		
Simple Grasping		X		
Power Grasping	X			
Fine Manipulation	X			
Pushing/Pulling		X		
Reaching (above shoulder level)		X		
Reaching (below shoulder level)		X		
Lifting:				
0-10 lbs.			X	
11-25 lbs.	X			
26-50 lbs.	X			
51-75 lbs.	X			
76-100 lbs.	X			
Carrying:				
0-10 lbs.			X	
11-25 lbs.	X			
26-50 lbs.	X			
51-75 lbs.	X			
76-100 lbs.	X			