

# Human Resources Partner Career Ladder

The Human Resources (HR) Partner job family follows a structured career ladder designed to cultivate expertise, leadership, and strategic impact within the HR field. Beginning with the entry role of Human Resources Partner Assistant, this pathway offers progressive opportunities for growth through key intermediate roles, including Human Resources Partner Associate, Human Resources Partner Administrator, and Human Resources Partner Administrator Senior. As professionals develop their skills and leadership capabilities, they can advance into specialized roles such as Human Resources Partner Generalist and Human Resources Partner Generalist Senior. Emerging leaders may step into the role of Human Resources Partner Generalist Lead, with the potential to ascend to the supervisory position of Human Resources Partner Manager. Each stage reflects increasing responsibility, technical proficiency, and influence, providing a clear trajectory for professional advancement in human resources.



## Human Resources Partner Assistant

As a Human Resources Partner (HRP) team member, a Human Resources Partner Assistant provides entry level and general support for personnel documentation workflow, administrative duties, records and data maintenance, and collects data and information from employees.

### EDUCATION/EXPERIENCE

High school diploma or GED required.

GRADE	FLSA STATUS	REMOTE/HYBRID	CAREER LEVEL
W.G290	Nonexempt	Eligible	Individual Contributor

## Human Resources Partner Associate

As a Human Resources Partner (HRP) team member, a Human Resources Partner Associate provides general support for personnel documentation workflow, administrative duties, records and data maintenance, and collects data and information from employees. A Human Resources Partner Associate exhibits technical and operational proficiency in the primary duties of the job.

### EDUCATION/EXPERIENCE

High school diploma or GED and two (2) years of related experience required.

GRADE	FLSA STATUS	REMOTE/HYBRID	CAREER LEVEL
W.G300	Nonexempt	Eligible	Individual Contributor

## Human Resources Partner Administrator

A Human Resources Partner Administrator administers Human Resources Partner (HRP) related programs and projects for faculty, staff, and trainees within an assigned college/school/department/division/center/institute in coordination with the Office of Human Resources. They serve as the liaison to the Office of Human Resources and/or the dean's office for most administrative human resources related transactional matters, coordinates departmental human resources actions, and ensures proper processing of paperwork.

### EDUCATION/EXPERIENCE

Bachelor's degree in communication, journalism, public relations or related field and three (3) years of related experience required. Work experience may NOT substitute for education requirement.

GRADE	FLSA STATUS	REMOTE/HYBRID	CAREER LEVEL
W.G325	Nonexempt	Eligible	Individual Contributor

# Human Resources Partner Administrator Senior

A Human Resources Partner Administrator Senior administers Human Resources Partner (HRP) related programs and projects for faculty, staff, and trainees within an assigned college/school/department/division/center/institute in coordination with the Office of Human Resources. They serve as the liaison to the Office of Human Resources and/or the dean's office for most administrative human resources related transactional matters, coordinate departmental human resources actions and ensure proper processing of paperwork. A Human Resources Partner Administrator Senior may supervise, lead, mentor, train and/or assign tasks to lower-level HR support staff.

## EDUCATION/EXPERIENCE

Bachelor's degree in a related field and three (3) years of related experience required. Work experience may substitute for education requirement.

GRADE	FLSA STATUS	REMOTE/HYBRID	CAREER LEVEL
W.G335	Nonexempt	Eligible	Individual Contributor

# Human Resources Partner Generalist

A Human Resources Partner Generalist functions as the Human Resource Partner (HRP) contact for a college, school, or large department of the university in coordination with the Office of Human Resources. They independently manage human resources services to employees within a large, complex division(s), department(s), college or school; select applicants during the employment process; administer human resources policies; and serve as front-line advisor to department administrators regarding human resources issues. A Human Resources Partner Generalist may act as a liaison between the assigned department and the Office of Human Resources for all academic and non-academic human resources related matters. They ensure departmental compliance with university human resources policies and procedures, manage faculty and staff recruitment, and act as faculty relations liaison. A Human Resources Partner Generalist may supervise administrative staff and manage HR-related projects.

## EDUCATION/EXPERIENCE

Bachelor's degree in a related field and three (3) years of related experience required. Work experience may NOT substitute for education requirement.

GRADE	FLSA STATUS	REMOTE/HYBRID	CAREER LEVEL
W.G340	Exempt	Eligible	Individual Contributor

## Human Resources Partner Generalist Senior

A Human Resources Partner Generalist Senior independently manages human resources services to employees within a large, complex division(s), department(s), college, or school. They provide strategic HR advisement for the assigned area and serve as primary contact for all HR-related matters in the areas of employment, compensation, employee relations, international recruitment and retention, organizational planning, human resources training and development and onboarding. A Human Resources Partner Generalist Senior may work with other UAB-affiliated HR entities and supervise, mentor, and/or assign tasks to lower-level HR support staff. They serve as the liaison to the Office of Human Resources and/or the dean's office for all academic and non-academic human resources related matters and interpret, implement, and ensure compliance with HR policies, procedures, and programs. A Human Resources Partner Generalist Senior may plan, strategize, and advise faculty, staff, fellows, residents, post-docs, and international personnel in key areas such as recruitment, hiring, compensation, termination, etc. They serve as a key team member in assisting with the development and implementation of departmental, college, and/or school-wide HR policies and practices within the guidelines provided by the institution in an effort to strategically advance institutional missions, and they serve as a resource/advisor to organization leadership.

### EDUCATION/EXPERIENCE

Bachelor's degree in a related field and seven (7) years of related experience required. Work experience may NOT substitute for education requirement.

GRADE	FLSA STATUS	REMOTE/HYBRID	CAREER LEVEL
W.G410	Exempt	Eligible	Individual Contributor

## Human Resources Partner Generalist Lead

A Human Resources Partner Generalist Lead independently manages human resources services to employees within a large, complex division(s), department(s), college, or school. They lead a team that provides Human Resource Partner (HRP) services to employees within a large, complex division, department, college or school; provide strategic HR advisement for the assigned area; and serve as primary contact for all HR related matters in the areas of employment, compensation, employee relations, international recruitment and retention, organizational planning, human resources training and development and onboarding. A Human Resources Partner Generalist Senior may work with other UAB-affiliated HR entities and supervise, mentor, and/or assign tasks to lower-level HR support staff. They serve as the liaison to the Office of Human Resources and/or the dean's office for all academic and non-academic human resources related matters; they interpret, implement, and ensure compliance with HR policies, procedures, and programs; and they plan, strategize, and advise faculty, staff, fellows, residents, post-docs, and international personnel in key areas such as recruitment, hiring, compensation, termination, etc. They serve as a key team member and assist in the development and implementation of departmental, college, and/or school-wide HR policies and practices within the guidelines provided by the institution in an effort to strategically advance institutional missions, and they serve as a resource/advisor to organization leadership.

### EDUCATION/EXPERIENCE

Bachelor's degree in a related field and eight (8) years of related experience required. Work experience may NOT substitute for education requirement.

GRADE	FLSA STATUS	REMOTE/HYBRID	CAREER LEVEL
W.G360	Exempt	Eligible	Emerging Leader

# Human Resources Partner Manager

A Human Resources Partner Manager independently manages human resources services to employees within a large complex department(s), college, or school. They collaborate with the VP, CIO, Dean, or Executive Director of Administrative Operations in the strategic coordination and managing of the fast-paced and ever changing environment of human resources for a large department, school, or unit. They also collaborate with Office of Human Resources and assist in all aspects of recruitment, compensation, benefits administration, employee training, employee relations, employee services, and equity coordination. A Human Resources Partner Manager serves as first point of contact for Human Resource Partner (HRP) related issues within the unit, directs and communicates HR initiatives, and manages and supervises processes of UAB entities. They develop, maintain, implement, and update standard operating procedures (SOPs) according to UAB policies and are responsible for dissemination and implementation of all HR-related changes and updates.

## EDUCATION/EXPERIENCE

Bachelor's degree in a related field and ten (10) years of related experience required. Work experience may NOT substitute for education requirement.

GRADE	FLSA STATUS	REMOTE/HYBRID	CAREER LEVEL
W.G385	Exempt	Eligible	Functional Manager