

Position: People Operations Business Partner, Baseball Operations (*Bilingual in English & Spanish*)

Department: People Operations

Reporting Manager: Director, People Operations

Status: Full-Time

Job Classification: Exempt

Location: Mesa, AZ

About the A's:

The A's are a baseball team founded in 1901. They have a rich history, having won nine World Series championships and 15 American League pennants. The A's are known for pioneering the "Moneyball" approach to team-building, which focuses on using statistical analysis to identify undervalued players.

In addition to their success on the field, the A's also have a positive and dynamic work culture. They have been recognized twice as the Front Office Sports, Best Employers in Sports.

The A's are defined by their core pillars of being Dynamic, Innovative, and Inclusive. Working for the A's offers the opportunity to be part of an innovative organization that values its employees and strives to create a positive work environment.

Description:

The Athletics are currently seeking a full-time People Operations Business Partner, Baseball Operations to support our Baseball Operations unit. This position will report directly to the Director, People Operations. This position will assist the Director, People Operations in the administration of benefits, including health and wellness plans, retirement plans, HRIS administration, and onboarding/offboarding activities. This role will have an opportunity to reinforce the company's culture and values through increased employee engagement and act as a liaison between baseball operations and business operations.

Responsibilities:

Benefits

- Understand and effectively communicate the details of complex benefit plans to employees ensuring clarity and comprehension across all audiences.

- Perform benefits administration including change reporting, review and submit benefits invoices for approval, and assist employees with claims inquiries.
- Support the annual open enrollment process, ensuring that enrollment and administration are timely and accurate, and in accordance with plan documents and regulations.
- Prepare and facilitate new hire benefits orientations using standard decks; provide first-line support on eligibility, enrollment steps, and plan resources.
- Monitor Federal and State regulatory, compliance, and legislative changes that may affect employee benefits.

Onboarding and Offboarding

- Facilitate new hire paperwork and coordinate IT needs for new hires using standard checklists.
- Facilitate offboarding process, including exit paperwork and work closely with Payroll to process final payments.
- Process and maintain employee data across the HRIS, benefits portal, and internal tracking systems throughout all stages of the employee lifecycle, ensuring accuracy and consistency across multiple platforms and interfaces.
- Other duties as assigned.

Qualifications/Requirements:

- Bilingual in English/Spanish required
- 3-5 years of benefits administration experience
- Demonstrated experience administering benefits in a multi-state or multi-location environment and across diverse employee classifications, with a strong understanding of eligibility rules and varying compliance requirements
- Willing and able to work on-site in Mesa, AZ
- Willing and able to work a non-traditional schedule, including nights and weekends as needed
- Willing and able to occasionally travel
- Intermediate computer skills, including Microsoft Word and Excel (v-lookups, pivot tables)
- Comfortable navigating an HRIS
- Demonstrated ability to build, run, and customize ad-hoc reports from HRIS software, with strong attention to accuracy and data integrity
- Demonstrated experience in handling confidential and sensitive information with a high degree of discretion, integrity, and sound judgment

- Excellent written and verbal interpersonal and business communication skills
- Skilled in acting as a liaison and organizational advocate, maintaining positive relationships and clear communication with stakeholders and partners
- Exceptional time management and organizational skills with attention to detail and sense of urgency

Preferred Qualifications:

- Working knowledge of baseball operations and familiarity with team logistics, player transactions, and league regulations
- Experience with ADP and Concur
- Bachelor's degree
- SHRM (SHRM-CP/SCP) or HRCI (PHR/SPHR) certification

The A's Social Impact & Belonging Statement:

Social Impact & Belonging are in our organizational DNA. Our commitment to these values is unwavering – on and off the field. Together, we continue to build an inclusive, innovative, and dynamic culture that encourages, supports, and celebrates belonging and amplifies all voices. Combining a collaborative and innovative work environment with talented team members, we've created a workforce in which every team member has the tools to reach their full potential.

Equal Opportunity Consideration:

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, age, disability, gender identity, marital or veteran status, or any other protected class.