
Auburn University Job Description

Job Title:	Mgr, Engineering Human Resources	Job Family:	No Family
Job Code:	EB80	Grade HR10:	\$54,800 - \$93,200
FLSA status:	Exempt		

Job Summary

Reporting to the Senior Manager for Human Resources, the Engineering Human Resources Manager provides professional human resources services to the Samuel Ginn College of Engineering's staff, temporary students, graduate and undergraduate students in the college in the areas of employment, compensation, employee relations, performance management, and organizational and human resources with the result of positively influencing organizational performance and results.

Essential Functions

1. Plans, develops, implements, and administers human resource programs in the areas of employment, compensation, performance and talent management, employee relations, training and development, productivity, culture and morale. Partners with University Human Resources (UHR) to administer benefits, timekeeping, and leave programs. Oversees and participates in employee conduct investigations independently and in partnership with the Senior HR Manager.
 2. Partners with Senior HR manager to provide coaching to supervisors to sustain long-term employee performance levels and maintain a cadence of accountability. Assists in strategy development to ensure the unit is able to process and support workforce needs and ensure regulatory compliance.
 3. Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance to maintain compliance and recommended improvements. Monitors programs and practices to ensure compliance with human resources laws, regulations, and institutional policies. Interprets and explains human resources policies, procedures, laws, standards, or regulations. Provides advice and counsel to managers and supervisors regarding HR practices, policy, coaching, counseling and employment laws
 4. Creates, updates, and enters information in Banner for payroll administration. Provides training to department staff on electronic personnel action forms.
 5. With guidance from AU's central human resources department, partners with employees, supervisors and managers to communicate various human resources and/or university policies, procedures, practices, as well as changes in federal and state regulations.
 6. Oversees HR-related services and making program modifications and improvements as necessary to ensure best practices within the College. Serves as the designated liaison with AU's central human resources. Participates in administrative staff meetings and attends other meetings as needed. Provides development and oversight of termination process for employees leaving the department.
 7. Coordinates with departments to accomplish essential recruitment tasks to include posting job openings, reviewing resumes, screening candidates and scheduling interviews Works with managers and staff to improve work relationships, increase productivity and morale. Works closely with department staff to ensure positions are posted and funded appropriately.
 8. Provides support and guidance to management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations. Responds to employee relations issues such as employee
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Auburn University Job Description

complaints, harassment allegations, and conducts investigations of employment related issues at the direction of Senior HR manager.

9. Performs other duties as assigned including HR projects throughout the year.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.



Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field.
Experience (yrs.)	5	At least 3 years direct responsibility in Employee Relations plus 2 years experience in 2 or more of the following HR specialty areas: recruiting/staffing, compensation, performance management, training and development, benefits.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of human resources policies, practices, precedents. Knowledge of federal, state, local and University policies and regulations. Working knowledge of employment laws and regulations (ADA, EEO, FMLA, FLSA) and the ability to appropriately spot employment risk issues. Ability to synthesize information, provide advice, and address needs independently; conduct activities and make decisions according to ethical standards, to analyze and present information and maintain accurate and detailed records; excellent oral and written communication; strong interpersonal skills; resourceful thinking; ability to work independently and as part of a team.

Certification or Licensure Requirements

None required. SHRM-CP or PHR/SPHR preferred.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Vision requirements: Ability to see information in print and/or electronically.

Date: 12/15/2022
