AUBURN
Human Resources

Spec, Faculty Resources

Job Description

JOB INFORMATION

Job Code	CA55
Job Description Title	Spec, Faculty Resources
Pay Grade	AS08
Range Minimum	$39,920
33rd %	$46,580
Range Midpoint	$49,900
67th %	$53,230
Range Maximum	$59,880
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/5/2023

JOB FAMILY AND FUNCTION

Job Family:	Administration & Operational Support
Job Function:	Operational Support

JOB SUMMARY

On behalf of the Provost's Office, the Specialist of Faculty Resources is responsible for coordinating, collecting, reviewing, and processing faculty Human Resources records such as recruitment and employment, payroll and pay actions, and electronic personnel actions. Works under close supervision to perform varied duties and assignments involving some judgment. Routine questions and problems may be resolved independently while referring complex issues to the supervisor or Associate Provost for Faculty Affairs.

RESPONSIBILITIES

- Supports all units that hire tenure track and non-tenure track faculty regardless of full- or part-time status. Initiates and analyzes daily queries in PeopleAdmin to identify actions needed to be taken for all recruitment and direct hire postings and all hiring proposals in PeopleAdmin-Faculty, Auburn’s applicant tracking system. Escalates problems and refers exceptions to the supervisor or Associate Provost for Faculty Affairs.
- On behalf of the Provost’s Office, serves as an approver for Electronic Personnel Action Forms (EPAF) requests for all units that pay tenure track and non-tenure track faculty regardless of full or part-time status. Reviews all supporting evidence to support the requested EPAFs and routes to University Human Resources Records for import into Banner. May serve as a subject matter expert for EPAF processing.
- On behalf of the Provost’s Office, coordinates, collects, reviews, and processes all documentation of faculty payroll actions. Supports all units that pay tenure track and non-tenure track faculty regardless of full- or part-time status by accurately and efficiently preparing, reviewing, researching, verifying, correcting, and processing documents for entry into the Human Resources Banner System in accordance with established Auburn University policies and procedures. Escalates problems and refers exceptions to the supervisor or Associate Provost for Faculty Affairs.
- May perform duties that include but are not limited to research and gathering background information on a variety of topics, compiling information and preparing reports and job-related documentation of a confidential nature, creating, and running queries and analyzing HR-related data, and recommending and assisting with implementation of process improvements that align with the University's strategic plan to streamline processes, eliminate outdated programs and processes, and create efficiencies when related to faculty hiring faculty for all academic units.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No Specific Discipline		0 years of	Experience in human resources administration including processing payroll and using various databases.	

Substitutions Allowed for Education	Yes
Substitution allowed for Education: When a candidate has the required experience, but lacks the required education, they may normally apply additional relevant experience toward the education requirement, at a rate of two (2) years relevant experience per year of required education.	
Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of fundamental concepts, practices and procedures of payroll, employment, and records. Proficient in Microsoft Office and Adobe applications.	
Critical thinker and able to apply standard guidance to a wide variety of facts and circumstances.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking				X		
Sitting				X		
Lifting			X			Up to 10 pounds
Climbing		X				
Stooping/ Kneeling/ Crouching		X				

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Reaching		X				
Talking				X		
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically.