AUBURN
Human Resources

Mgr, Human Resources

Job Description

JOB INFORMATION

Job Code	EB02
Job Description Title	Mgr, Human Resources
Pay Grade	HR11
Range Minimum	$68,050
33rd %	$86,200
Range Midpoint	$95,270
67th %	$104,340
Range Maximum	$122,490
Exemption Status	Exempt
Approved Date:	9/12/2025 3:26:36 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Business Partners

JOB SUMMARY

Provides professional human resources services to employees in the department in the areas of employment, compensation, employee relations, organizational and human resources development, with the result in positively influencing organizational performance and results.

RESPONSIBILITIES

- Oversees and directs the school/college/department's human resource functions, including but not limited to policy and program administration, compliance with applicable laws, and procedures and processes.
- Assesses the effectiveness of HR policies and programs, ensuring that goals and objectives are met.
- 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.
- Advises supervisors and managers on employee relations issues to resolve concerns while providing courses of action and/or appropriate decisions. Provides employee relations coaching and guidance to supervisors and managers in the handling of employee performance issues; provides guidance, with input from central human resources, on corrective counseling and performance improvement plans.
- Oversees and directs supervisors and managers in the performance management process, reviews evaluations as requested, and works with managers in effectively using management tools/skills designed to improve performance. Assists in facilitating and identifying employee training.
- In partnership with AU's central human resources, works to ensure compliance with human resources and/or university policies, procedures, practices, as well as federal and state regulations, and ensures consistency in the application of policies throughout the department.
- Assists in building supervisors' and managers' awareness of federal and state compliance obligations in the administration of their human resources talent.
- 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 the onboarding and termination process for employees leaving the department.
- Partners with supervisors and managers to evaluate organizational structure, develop new or modified position descriptions, and provide recommendations regarding staffing; coaches supervisors and managers in recruiting and hiring best practices.
- Provides oversight of communication and administration of benefits, payroll, and records management within the area of responsibility.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	with no specific discipline.	and	5 years of	broad human resources management experience leading and executing initiatives across multiple HR functions - including recruitment, compensation, performance management, training and development, and HR compliance - within a complex organizational environment. Must include at least 3 years of direct responsibility in employee relations.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of human resources policies, practices, precedents and laws.	

MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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