AUBURN
Human Resources

Asst VP, Employee Relations & HR Compliance

Job Description

JOB INFORMATION

Job Code	EB07
Job Description Title	Asst VP, Employee Relations & HR Compliance
Pay Grade	HR16
Range Minimum	$130,410
33rd %	$173,880
Range Midpoint	$195,610
67th %	$217,340
Range Maximum	$260,810
Exemption Status	Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	6/8/2026 12:29:52 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Employee Relations

JOB SUMMARY

Reporting to the Vice President & Chief Human Resources Officer, the Assistant Vice President (AVP) for Employee Relations and Compliance leads Auburn University's employee relations function and serves as a senior advisor on complex workforce, compliance, and policy matters. The role provides decision authority for FMLA matters and consultative support for HR policy governance and multistate employment matters. Working with University Human Resources leadership and the Office of General Counsel, the AVP promotes consistent application of employment policy, informed decision-making, and practical risk management while preserving operational ownership within functional HR units.

RESPONSIBILITIES

- Employee Relations Leadership: Oversees the University’s Employee Relations function, including the Director of Employee Relations and related staff. Establishes institution-wide standards and governance for employee relations practice, including case management, investigations, workplace conduct matters, conflict resolution, and corrective action. Serves as the escalation point for the University’s most sensitive, complex, or high-risk employee relations matters. Guides HR leaders and Business Partners in the consistent interpretation and application of employee relations principles, University policy, and sound HR judgment. Identifies trends, institutional risks, and recurring issues in employee relations matters and recommends improvements to strengthen consistency, decision-making, and risk mitigation.
- FMLA Decision Authority: Provides review and decision support in complex FMLA matters, especially those that intersect with employment actions or other determinations requiring senior HR judgment.Partners with UHR leadership to assess regulatory changes, interpret implications for the University, and support updates to FMLA-related processes, guidance, and decision points. Defines escalation criteria for complex or high-risk FMLA matters and serves as the final decision authority for escalated cases. Supports institutional readiness for changes in leave-related laws and regulations.
- Policy Governance and Interpretation: Partners with UHR leadership to shape the governance framework for HR policy development, review, interpretation, and maintenance. Partners across UHR to support policy drafting, alignment, and consistent application while preserving ownership within functional units. Identifies policy gaps, ambiguity, and recurring interpretive issues and recommends improvements.
- Multistate Employment Consultation & Support: Provides consultation on multistate employment matters, including compliance considerations, registration requirements, and associated risk. Partners with the responsible UHR director to interpret emerging multistate employment requirements and assess their implications for University practice.

RESPONSIBILITIES

- Compliance Guidance: Advises UHR leadership on complex or sensitive workforce matters requiring legal compliance, compliance risk, or broader institutional implications and helps translate regulatory developments into practical HR guidance. Develops and delivers training on workforce risk, policy application, and emerging employment issues to support consistent and informed decision-making.

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	Supervises others with full supervisory responsibility.

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	
Juris Doctorate	J.D. from an accredited institution.	and	8 years of	in employee relations, employment law, or HR compliance, including experience advising on complex workforce matters, policy interpretation, and organizational risk	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong knowledge of employment law and regulations, including leave-related requirements and multistate employment considerations	And
Experience leading teams and influencing decision-making in a complex organization	And
Sound judgment in high-risk situations	And
Ability to influence across functions without direct authority	And
Strong policy interpretation and problem-solving skills	And
Strong interpersonal and conflict resolution skills	And
Exceptional discretion and professionalism	And
Ability to translate legal and regulatory requirements into practical guidance	

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				
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
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.