AUBURN
Human Resources

# VP & Chief Human Resources Officer

Job Description

## JOB INFORMATION

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|---|---|
| Job Code | EB08 |
| Job Description Title | VP & Chief Human Resources Officer |
| Pay Grade | HRUC |
| Range Minimum | $0 |
| 33rd % | $0 |
| Range Midpoint | $0 |
| 67th % | $0 |
| Range Maximum | $0 |
| Exemption Status | Exempt |
| Organizational use restricted to the following divisions | 111 AVP, Human Resources |
| Approved Date: | 10/22/2025 8:49:00 AM |

## JOB FAMILY AND FUNCTION

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| Job Family: | Human Resources |
| Job Function: | HR Operations |

## JOB SUMMARY

Serves as Chief Human Resources Officer for non-faculty employees of Auburn University including planning, developing, implementing, directing and evaluating human resources programs and services and advising senior administration on policy issues.

## RESPONSIBILITIES

- Advises and informs senior administration regarding current HR policies, procedures and programs, and critical policy issues, as well as recommends changes/improvements and provides data for management decision-making.
- Administers human resource policies on a day-to-day basis and ensures compliance with all applicable laws and regulations and works collaboratively with legal counsel on policy interpretation, EEO compliance and complaint resolution.
- Manages the HR function, including integrating department plans with University strategic plans, assessing the effectiveness of HR policies and programs consistent with SACS accreditation requirements, and overseeing the departmental budget/resources.
- Advises managers and supervisors on problem resolution and their HR-related responsibilities and serves as liaison between employees and senior administration by balancing management interests with employee advocacy.
- Represents the University at outside community service activities and serves on University committees.
- Stays abreast of current environmental trends, legislation, and best practices in the field of HR that have the potential to impact the HR function and/or Higher Education in general.

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

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| 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 | |
|---|---|---|---|---|---|
| Master's Degree | in Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field | and | 8 years of | experience in human resources management including several areas such as employment, staff development, affirmative action/equal employment opportunity administration, and/or classification and compensation | |

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| 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

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| 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

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| 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 | | | |
| 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:** |
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| Ability to see information in print and/or electronically. |