AUBURN
Human Resources

Exec Dir, Employment Services & Records

Job Description

JOB INFORMATION

Job Code	EB11
Job Description Title	Exec Dir, Employment Services & Records
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:	11/20/2024 12:39:26 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Employment Services

JOB SUMMARY

Reporting to the AVP, Human Resources, the Executive Director, Employment Services, oversees Auburn University Human Resources Talent Acquisition and Employment Services, Onboarding, and Records Management. This positions partners closely with internal and external departments to develop, implement, and direct services and programs to support recruitment, selection, onboarding, and records management.

RESPONSIBILITIES

- Manages the daily operations of the Employment Services, Onboarding, and Records Management sections of the department, to include, but not limited to, monitoring expenses and managing budget resources; evaluating the structure and team plan for continual improvement; serving as a liaison with vendors/consultants, and providing individuals with professional and personal growth.
- Advises and provides guidance, training and policy interpretation to campus executives, supervisors, HRL's and employees. Establishes relationships with and demonstrates consultative approach to problem solving. Directs department related communications, training programs, and websites; acts as an information resource and representative of the Human Resources department to constituents across campus; Represents HR on campus committees and throughout campus.
- Develops policies, processes and procedures, and revises to keep current with practice, laws and regulations and campus needs. Monitors legal compliance related to employment, onboarding, and records programs. Ensure that operations are performed in accordance with federal and state law as well as the University policies and procedures. Coordinates compliance with University Affirmative Action/Equal Employment Opportunity policies.
- Provides direction and monitors the assessment, development, implementation, and delivery of effective, legally compliant, and cost-efficient "best practice" employment, temporary employment, student employment and onboarding programs and processes fulfilling campus talent needs in support of constituency goals and objectives. Evaluates the programs for continual improvement.
- Provides direction and monitors the assessment, development, implementation, and delivery of effective, legally compliant, and cost-efficient 'best practice' multistate employment programs and processes fulfilling campus needs in support of constituency goals and objectives. Evaluates the programs for continual improvement. Oversees Auburn University's conformity with federal, state, and local laws and regulations, as well as best practices related to multistate employment. Collaborates with cross-functional teams including Risk Management, Tax Compliance, General Counsel, and other AUHR teams to oversee multistate compliance projects.
- Provides direction and monitors the assessment, development, implementation, and delivery of effective, legally compliant, and cost-efficient 'best practice' records management programs and processes fulfilling

RESPONSIBILITIES

	campus needs in support of constituency goals and objectives. Evaluates the programs for continual improvement. Oversees proactive reviews and audits of data accuracy and validation, and ensures ownership of data error correction processes. Maintains compliance with regulations and policies around data protection and confidentiality. Responds to audits, legal and open records requests as required. Maintains responsibility for the Xtender data retention processes associated with employee records.
•	Directly supervises a team of HR professionals, which includes prioritizing and assigning work; conducting performance evaluations, ensuring staff is trained and following policies and procedures; and makes recommendations for hiring, terminations, and disciplinary action. Oversees the daily operational workflow of departments.

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	In Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field	and	7 years of	Experience in the direction and management of employment services	

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 human resources policies, practices, precedents, and laws related to recruitment and employment.	

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	
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.