AUBURN
Human Resources

Dir, Human Resource Development

Job Description

JOB INFORMATION

Job Code	EB12
Job Description Title	Dir, Human Resource Development
Pay Grade	HR15
Range Minimum	$112,420
33rd %	$146,140
Range Midpoint	$163,010
67th %	$179,870
Range Maximum	$213,600
Exemption Status	Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	7/30/2021 11:15:47 AM
Legacy Date Last Edited	2/28/2023

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Training & Development

JOB SUMMARY

Develops and conducts training, development, and orientation programs for the University.

RESPONSIBILITIES

- Reviews, evaluates, and makes recommendations regarding Human Resource Development policies, procedures, programs, and budget.
- Develops and facilitates new employee orientation and other training programs.
- Determines, designs, and delivers appropriate organizational interventions for University units.
- Measures and evaluates training and development by compiling, maintaining, and providing data and reports concerning Human Resource Development programs and interventions.
- Manages and coordinates special projects.
- Assists University employees and supervisors with training and development decisions and actions.
- Provides policy direction for and oversight of the employee educational improvement benefits and the university's performance management system.
- Manages the learning function through coordination of training and development resources, marketing programs, and human resource development functions; oversight of the learning management system; and assistance to other university trainers and training/development projects.

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, Education or related field	and	7 years of	Experience in the direction and management of staff development programs	

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 human resources policies, practices, precedents, and laws related to performance review and employee development.	
Knowledge of staff development techniques and strategies.	

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.