AUBURN
Human Resources

Mgr, Employee Relations & Investigations

Job Description

JOB INFORMATION

Job Code	EB14
Job Description Title	Mgr, Employee Relations & Investigations
Pay Grade	HR12
Range Minimum	$76,560
33rd %	$96,970
Range Midpoint	$107,180
67th %	$117,390
Range Maximum	$137,800
Exemption Status	Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	10/15/2024 11:00:48 AM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Employee Relations

JOB SUMMARY

The Manager of Employee Relations and Investigations plays a crucial role in fostering a positive, compliant, and equitable work environment. This position oversees employee relations, leads comprehensive investigations, and provides expert guidance on various aspects of human resources management. Working closely with the Executive Director of Campus Relations, the Manager handles complex and sensitive employee matters, including terminations, grievances, and disciplinary actions. The role ensures that all employee relations processes are conducted with the utmost integrity and fairness, fully complying with organizational policies and legal requirements.

RESPONSIBILITIES

- Lead initiatives to innovate and improve employee processes, ensuring alignment with best practices and legal standards while ensuring the institution's full compliance with HR laws, policies, and procedures, proactively making independent recommendations for enhancements and improvements.
- Oversee the employee grievance process by Preparing necessary documentation and evidence for the grievance committee, ensuring the committee members are adequately trained, and representing the institution in hearings.
- Serve as a Subject Matter Expert in Employee Relations training, designing and delivering educational programs to enhance staff knowledge and compliance and effectively handle employee relations issues.
- Continuously seek opportunities to enhance existing employee relations programs and investigation processes.
- Serve on various university committees, including the University Threat Assessment Team as an alternate member, contributing expertise in employee relations and investigations.
- Collaborate with internal and external legal counsel on complex employee relations issues, providing critical insights and serving as a deponent in legal matters when necessary.
- As required, oversee the management and tracking of all assigned cases in HR Acuity, Maxient, and EthicsPoint, ensuring meticulous record-keeping and confidentiality.
- Serve as a trusted advisor to campus HR partners on HR policies, procedures, programs, and employment laws. Provide independent, expert recommendations to resolve work-related issues, including job performance challenges and disciplinary actions, while promoting a positive work environment.
- Lead investigations into employee complaints, alleged misconduct, and violations of workplace policies, ensuring thoroughness, impartiality, and compliance with legal, ethical standards, and organizational standards.

RESPONSIBILITIES

- Advise and support Campus HR partners and leaders in conducting terminations, drug testing, and other sensitive matters, ensuring compliance with organizational and legal standards.

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, Organizational Development, or a related field.	and	7 years of	Focusing on employee relations, investigations, and conflict resolution. Experience in a higher education setting is a plus. Deep knowledge of HR laws, regulations, policies, and procedures, with a strong understanding of employment law and best practices in employee relations.	Or
Master's Degree	in Human Resources Management.	and	3 years of	Focusing on employee relations, investigations, and conflict resolution. Experience in a higher education setting is a plus. Deep knowledge of HR laws, regulations, policies, and procedures, with a strong understanding of employment law and best practices in employee relations.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Working knowledge of federal, state and local labor laws.	
Strong communication and interpersonal skills with diverse individuals, including current employees, faculty, administrators, AU leadership, and external stakeholders.	
Demonstrated success in building relationships with peers, functional partners and/or external partners to accomplish business objectives.	
Possesses the experience and skills to handle complex, high-risk items with minimal oversight.	
Exceptional oral and written communication skills, with the ability to convey complex information clearly, concisely, and diplomatically to diverse audiences.	
Proven ability to manage highly sensitive and confidential information with the highest level of discretion, integrity, and ethical judgment.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Professional in Human Resources (PHR)-HRCI	PHR/SPHR		Desired	Or

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
SHRM-CP	SHRMCP/SCP		Desired	

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				25lbs
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.; Requires performing and/or viewing work on a computer screen for the majority of the day. Ability to view and interpret information on a computer screen for long periods of time.

Travel Requirements:

In-State; Domestic