AUBURN
Human Resources

Dir, HR & Strategic Partner Initiatives

Job Description

JOB INFORMATION

Job Code	EB18
Job Description Title	Dir, HR & Strategic Partner Initiatives
Pay Grade	HR14
Range Minimum	$97,760
33rd %	$127,080
Range Midpoint	$141,750
67th %	$156,410
Range Maximum	$185,740
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	10/23/2012

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Business Partners

JOB SUMMARY

Directs and oversees the human resources and strategic initiative functions of the ACES Business Office.

RESPONSIBILITIES

- Advises senior administration of current human resources policies, procedures, programs, and policy issues, provides recommendations for improvement, and provides data to be utilized in decision making processes.
- Administers human resources policies and ensure legal compliance and compliance with the policies of Auburn University and Alabama A&M University.
- Advises and/or trains managers and supervisors on problem resolution and other HR-related responsibilities, and serves as liaison between employees and senior administration.
- Consults and collaborates with legal counsel to resolve employee complaints and other issues.
- Provides support to ACES administrators in the development and implementation of strategies aimed at growing programs through various funding sources.
- Assists administrators in the development of new and existing funding sources, program and training activities for faculty and staff grant preparation, and funded projects implementation.
- Assists in promoting ACES through increased visibility, relationship building with target audiences, and increasing staff availability of marketing materials, information, and templates.
- Serves as the student learning coordinator for ACES.

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 Business Administration, Human Resources, or related field	and	5 years of	Experience in human resources management and supervision.	

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, and laws, fundraising techniques, contracts and grants administration, and University policies and procedures.	

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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.