AUBURN
Human Resources

Mgr, Employee Relations

Job Description

JOB INFORMATION

Job Code	EB20
Job Description Title	Mgr, Employee Relations
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:	6/10/2026 4:11:34 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Employee Relations

JOB SUMMARY

The Manager of Employee Relations provides professional support for employee relations, investigations, and HR compliance by advising managers and employees on workplace issues and ensuring consistent application of policies. The role manages key programs and processes, including FMLA, unemployment claims, drug testing, and employee relations case administration, while partnering with legal and Title IX/AA/EEO to support investigations and compliance efforts. The position also contributes to workforce initiatives, process improvements, and training to promote a fair, consistent, and compliant work environment.

RESPONSIBILITIES

- Employee Relations Support: Serves as a point of contact for employees and managers on a broad range of employee relations matters, providing guidance on policies, procedures, and workplace best practices. Assists in resolving workplace concerns, performance issues, and grievances in a timely and effective manner. Partners with leadership to ensure consistent, fair, and equitable application of policies across departments.
- Grievance & Disciplinary Process Administration: Administers grievance and disciplinary processes, ensuring adherence to established procedures, timelines, and legal requirements. Prepares and organizes case documentation, coordinates hearings, and facilitates communication among stakeholders. Maintains accurate and complete records in accordance with institutional standards.
- Training & Advisory Support: Develops and delivers employee relations training, including topics such as policy compliance, conflict resolution, and communication strategies. Provides guidance to managers on employee relations issues, documentation standards, and appropriate escalation procedures.
- Employee Investigations: Manages the administration of employee relations investigations by gathering and documenting information, conducting preliminary interviews, and assisting with evidence collection in accordance with organizational and legal standards. Maintains accurate, confidential case records within HR systems such as HR Acuity, Maxient, and EthicsPoint. Provides administrative and logistical support for complex cases to ensure investigations are conducted in a timely, objective, and impartial manner.
- Workforce Collaboration: Collaborates with cross-functional teams on workforce initiatives, including layoffs, and reductions in force. Partners with various university departments ensuring communication and adherence to institutional guidelines related to these areas. Serves on university committees, including the University Threat Assessment Team, and maintains the “Do Not Rehire” list.
- Drug Testing & Regulatory Compliance Programs: Oversees administration of the employee drug testing program, including pre-employment, random, and reasonable suspicion testing for safety-sensitive positions. Manages relationships with medical clinics, third-party vendors, and Federal Motor Carrier Safety Administration (FMCSA) representatives to ensure compliance with federal regulations. Supervises required electronic queries through the FMCSA Clearinghouse for both regulated and non-regulated employees.

RESPONSIBILITIES

- Leave Administration (FMLA): Acts as the primary liaison for Family and Medical Leave Act (FMLA) administration, ensuring regulatory compliance and supporting employees' return-to-work processes. Coordinates with employees, supervisors, and medical providers to effectively manage leave requests and workplace accommodations.
- Employee Programs Administration: Manages employee-focused programs and initiatives, including lactation spaces and the University's Hardship Fund. Serves as the primary point of contact and ensures programs operate in alignment with university policies and procedures.
- Unemployment Claims Administration: Manages the end-to-end unemployment claims process, ensuring accurate and timely responses. Represents the University in unemployment hearings, presenting information professionally and supporting the institution's position. Monitors claims for potential fraud and serves as liaison with the State of Alabama unemployment office. Coordinates with internal stakeholders to gather documentation and consults with legal counsel as needed to ensure compliance with institutional and legal requirements.
- Title IX & EEO Support: Serves as Deputy Title IX Coordinator for Human Resources, acting as a liaison between HR and the Title IX/AA/EEO office regarding employee sanctions and disciplinary actions. Participates in the Sexual Assault Prevention and Response Task Force and related subcommittees. Fulfills mandatory reporting obligations for incidents of sexual harassment and misconduct. Assists with investigations, delivers training within HR, and oversees case tracking in Maxient, including reporting and metrics development to support decision-making.
- Legal Coordination & Litigation Hold Management: Serves as the primary contact for legal hold notifications from the Office of General Counsel, ensuring appropriate communication, documentation, and compliance. Manages the lifecycle of litigation holds, including implementation, tracking, and release, ensuring proper records management. Partners with General Counsel on severance processes and advises HR and legal stakeholders on employment policies, procedures, and applicable laws.
- Continuous Improvement & Governance: Identifies opportunities to enhance HR programs and processes by monitoring industry trends and best practices. Ensures compliance with applicable laws, regulations, and institutional policies, and provides recommendations for continuous improvement. Actively participates in university committees, including the University Threat Assessment Team, to support institutional risk management and governance efforts.
- Policy & Regulatory Compliance: Supports adherence to federal, state, and local employment laws as well as institutional policies. Assists in identifying compliance risks and inconsistencies and contributes to the development and revision of policies and procedures based on regulatory changes and operational needs.

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	No specific discipline.	and	7 years of	Employee relations, workplace investigations, and human resources compliance within a complex organizational environment. At least two years of direct supervisory experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of federal and state employment laws and regulations (e.g., FMLA, Title VII, ADA, FLSA) and their application in employee relations and workplace investigations.	
Knowledge of human resources policies, procedures, and best practices related to employee relations, grievance processes, and compliance in a complex organizational environment.	
Skilled in conducting and supporting workplace investigations, including information gathering, documentation, and maintaining confidentiality.	
Skilled in analyzing complex employee relations issues and providing clear, policy-aligned guidance to managers and employees.	
Ability to handle sensitive and confidential information with discretion while maintaining objectivity and professionalism.	
Ability to collaborate effectively with cross-functional teams, including legal counsel, leadership, and compliance offices, to resolve issues and ensure regulatory compliance.	

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			25 Ibs
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.