AUBURN
Human Resources

Coord, Employee Relations

Job Description

JOB INFORMATION

Job Code	EB31
Job Description Title	Coord, Employee Relations
Pay Grade	HR07
Range Minimum	$45,750
33rd %	$54,900
Range Midpoint	$59,480
67th %	$64,050
Range Maximum	$73,200
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	6/10/2026 4:17:24 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Employee Relations

JOB SUMMARY

Coordinates key employee relations and compliance functions, serving as a resource to employees and managers on workplace concerns and supporting investigations and related processes. Promotes consistent application of policies, ensures the integrity and confidentiality of case documentation, and supports compliance with applicable laws and regulations. Collaborates with internal stakeholders to advance efficient, consistent, and effective HR operations.

RESPONSIBILITIES

- Unemployment Claims Administration: Coordinates the unemployment claims process for all university employees, ensuring timely and accurate responses. Represents the University in unemployment hearings, presenting information professionally and advocating effectively on behalf of the institution. Reviews claims for potential fraud, escalates concerns as appropriate, and serves as the primary liaison with the State of Alabama’s unemployment office and internal stakeholders.
- Drug Testing and Regulatory Program Coordination: Coordinates employee drug testing programs, including pre-employment, random, and follow-up testing, ensuring compliance with applicable regulations and documentation requirements. Administers testing programs for Federal Motor Carrier Safety Administration (FMCSA)–regulated and other federally regulated positions. Collaborates with campus partners to identify and establish lactation spaces in compliance with regulatory requirements.
- Employee Hardship Fund Administration: Assists in administering the Employee Hardship Fund, including application review and coordination of disbursements in partnership with Payroll and Records. Ensures accurate processing and timely support for eligible employees.
- Investigations Support and Case Tracking: Coordinates tracking systems for employee relations matters, including Corrective Action Reports, Disciplinary Action Reports, and Termination Notices. Ensures documentation is collected, maintained, and filed accurately to support investigations and reporting needs.
- Process Improvement: Supports the continuous improvement of employee relations programs and processes by generating reports, analyzing trends, and recommending enhancements. Communicates findings to unit and departmental stakeholders and assists in implementing best practices. Monitors emerging developments in employee relations and compliance to inform process and policy updates.

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	No supervisory responsibilities.

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. Human Resources, Management, Business Administration, Industrial/Organizational Psychology is desired.	and	1 year of	Human Resources, Employee Relations, or a related field with an emphasis on supporting investigations, grievance and disciplinary processes, and ensuring compliance with employment laws and organizational policies.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of employee relations principles, practices, and processes, including grievance handling and disciplinary procedures.	
Knowledge of applicable federal and state employment laws and regulatory requirements related to unemployment claims, drug testing programs, and workplace compliance.	
Skill in organizing, analyzing, and maintaining detailed and confidential records, including case files, reports, and regulatory documentation.	
Skill in effective written and verbal communication, with the ability to clearly convey information and coordinate activities with internal stakeholders and external agencies.	
Ability to manage multiple priorities and coordinate complex processes while ensuring accuracy, timeliness, and compliance with established guidelines.	
Ability to handle sensitive and confidential matters with discretion, professionalism, and sound judgment.	

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 lbs
Climbing		X				
Stooping/ Kneeling/ Crouching			X			
Reaching				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.