AUBURN
Human Resources

Human Resources Generalist II

Job Description

JOB INFORMATION

Job Code	EB48
Job Description Title	Human Resources Generalist II
Pay Grade	HR08
Range Minimum	$51,470
33rd %	$61,770
Range Midpoint	$66,910
67th %	$72,060
Range Maximum	$82,350
Exemption Status	Exempt
Approved Date:	6/17/2025 4:56:11 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Business Partners

JOB SUMMARY

Under general supervision, administers a variety of human resources related programs and processes within one or more areas of Human Resources including, but not limited to, compensation, benefits, employment, employee relations, payroll, training and/or development which support the operational functions at a division level.

RESPONSIBILITIES

- Initiates and/or responds to inquiries concerning non-routine human resources programs within a variety of HR specialties including, but not limited to, compensation, benefits, employment, employee relations, payroll, training and/or development.
- Interprets HR policies, procedures, and practices and investigates complex issues, obtaining information from higher-level HR staff and/or referring as appropriate. Provides guidance and support to employees and management on HR policies and procedures.
- Coordinates human resources functions within the division such as performance evaluation, merit, reclassification, training and development, etc. Provides guidance to management regarding the employment process including providing direction to search committees, developing appropriate behavioral interview questions, identifying appropriate candidate evaluation methodology, and finalizing salary offers.
- May initiate, coordinate, and approve human resources and payroll transactions. May oversee the work of administrative support staff relating to the completion of forms and meeting deadlines.
- Coordinates and assists with the development of unit-specific human resources policies, procedures, and programs while maintaining compliance with all federal and state laws and regulations including, but not limited to, ADA, FLSA, EEOC, Title VII of the Civil Rights Act of 1964, FMLA, Age Discrimination in Employment Act, USERRA, Title IX, and Equal Pay Act. Stays abreast of relevant regulatory changes in order to maintain compliance.
- Compiles information and prepares reports, letters, memos, and job-related documentation of a confidential nature. Creates and runs queries and analyzes HR-related data.
- Acts as a liaison between employees or departments and University Human Resources. Investigates and resolves moderately-complex issues and employee concerns. Collaborates as needed with University Human Resources regarding Employee Relations matters.
- Recommends process improvements that align with the University's strategic plan in order to streamline processes, eliminate outdated programs and processes, and create efficiencies.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	2 years of	Experience in 2 or more areas of human resources management including compensation, benefits, employment, employee relations, payroll, training and/or development.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of and ability to perform human resources activities, such as writing effective job descriptions, drafting policies and procedures, evaluating and applying market data, counseling and guiding employees, investigating and resolving employee relations issues.	
Ability to analyze and present information and maintain accurate records	
Demonstrate excellent oral and written communication in daily interactions. Proven ability to clearly articulate complex ideas.	
Proficiency in computer applications. Solid knowledge of various database and software programs.	

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.