AUBURN
Human Resources

Human Resources Generalist III

Job Description

JOB INFORMATION

Job Code	EB49
Job Description Title	Human Resources Generalist III
Pay Grade	HR09
Range Minimum	$55,760
33rd %	$68,770
Range Midpoint	$75,280
67th %	$81,780
Range Maximum	$94,790
Exemption Status	Exempt
Approved Date:	6/17/2025 4:56:36 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Business Partners

JOB SUMMARY

Under limited supervision, administers a variety of complex 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

- Provides advice and consultation to supervisors, managers, and department heads regarding human resources policies, procedures, and practices within a variety of HR specialties including, but not limited to, compensation, benefits, employment, employee relations, payroll, training and/or development. Provides recommendations for proactive human resources programs that support the unit and University objectives.
- Assists in the development or modification of HR programs based on unit objectives and feedback from employees and management. Interprets HR policies, procedures, and practices and investigates complex or unusual issues, collaborating with University Human Resources as necessary.
- Coordinates human resources functions within the division such as performance evaluation, merit, reclassification, etc. Provides guidance to management regarding the employment process including ensuring compliance with all search committee processes, facilitating hiring decision discussions, promotion and tenure recommendations, and finalizing and extending salary offers, as assigned. Develops, presents, and/or facilitates a variety of training programs for employees. Assists in the implementation of University-wide initiatives within the unit such as federal or state legal requirements.
- 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. Represents the unit on departmental or campus-wide committees. May lead teams working on HR-related efforts.
- 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.
- Researches and gathers background information on a variety of topics. 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 employee concerns, potential policy violations, and other unusual issues. Collaborates as needed with University Human Resources regarding Employee Relations matters.

RESPONSIBILITIES

- Recommends and assists with implementation of 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 supervise employees but supervision is not the main focus of the job.

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	4 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

Sound knowledge of and ability to perform the functions of their specialty area(s).	
Ability to synthesize information, provide advice, and address needs independently.	
Advanced Knowledge of federal, state, local and University policies and regulations.	
Ability to conduct activities and make decisions according to ethical standards.	
Ability to analyze and present information and maintain accurate and detailed records.	
Proficiency in computer applications. Solid knowledge of various database and software programs.	
Ability to collaborate with technology professionals.	
Demonstrate excellent oral and written communication in daily interactions.	
Proven ability to clearly articulate specific information in area(s) of subject matter expertise.	
Proven ability to work independently and as part of a team.	
Complete tasks without immediate supervision. Work with senior leaders to accomplish goals.	
Ability to lead, train, and functionally supervise if needed.	

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.