AUBURN
Human Resources

Mgr, Employee Engagement

Job Description

JOB INFORMATION

Job Code	EB58
Job Description Title	Mgr, Employee Engagement
Pay Grade	HR10
Range Minimum	$62,730
33rd %	$77,370
Range Midpoint	$84,690
67th %	$92,000
Range Maximum	$106,640
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/26/2020

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Business Partners

JOB SUMMARY

Reporting to the unit's top Human Resources position, the Employee Engagement Manager is responsible for planning, implementing, and evaluating strategies and initiatives to improve employee engagement and welfare within a complex division and diverse workforce. Manages programs that create and sustain a positive workplace environment. Coordinates, participates in the implementation of, measures, and reports on the impact of the division's long-term strategic plan on diversity and inclusion for the employee population. Monitors all programs and processes to support a positive influence on organizational performance and employee engagement results without regard to such human qualities as race, gender, ethnicity, physical ability, nationality, age, religion, sexual orientation.

RESPONSIBILITIES

- Recommends, develops, organizes, and manages a balanced program of events and activities for the division which include a wide range of recognition and awards programs designed to support a positive work environment promoting employee morale, loyalty, and engagement.
- Assists top Human Resources position in collaborating with divisional leadership in the development and implementation of new initiatives focused on improving efficiency, employee development, and customer service.
- Stimulates collaboration and communication throughout the workforce using a variety of methods; identifying opportunities for environmental and cultural improvement that enhance positive relationships. Provides regular status reports regarding environmental and cultural initiatives to supervisor and division leadership
- Facilitates an open and trusting environment within the division where employees can discuss problems, concerns, and issues. When appropriate, partners with University Human Resources Employee Relations to resolve such issues.
- Periodically conducts divisional climate and engagement surveys; analyzing results, preparing major findings as compared to goals, developing conclusions, and delivering recommendations to management.
- Manages and coordinates the division’s diversity action plan; monitoring progress and providing recommendations to improve inclusive behavior, employee opportunities with resultant diversity. May serve as the division's diversity officer.
- Assists in developing, implementing, and evaluating a comprehensive divisional onboarding program for all new, promotional, and transfer employees into and within the division. Serves on recruitment committees for key positions.
- Supervises one or more regular, full time employees.

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 degree.		5 years of	Experience in Human Resource administration to include employee relations, complex problem solving, and project administration. Experience must demonstrate increased levels of responsibility and accountability with the ability to identify risks, build and align initiatives, and effectively implement programs with clear results.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of principles and practices for employee relations, employee engagement, inclusion, diversity, and employee relations.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State		Upon Hire	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		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.