AUBURN
Human Resources

Mgr, ACES Human Resources Admin

Job Description

JOB INFORMATION

Job Code	EB62
Job Description Title	Mgr, ACES Human Resources Admin
Pay Grade	HR10
Range Minimum	$62,730
33rd %	$77,370
Range Midpoint	$84,690
67th %	$92,000
Range Maximum	$106,640
Exemption Status	Exempt
Organizational use restricted to the following divisions	400 AL Cooperative Extension System
Approved Date:	9/12/2025 2:43:02 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Business Partners

JOB SUMMARY

Reporting to the Director of Human Resources and Strategic Partner Initiatives, the Manager of ACES Human Resources Administration provides professional human resources services to the Alabama Cooperative Extension System with over 600 full-time and part-time employees and 200 TES employees located throughout the state of Alabama. Manages and administers daily human resource functions for the approximately 200 non-tenure track faculty positions including employment, performance management, pay, merit, and promotion processes, and training on Human Resources policies, practices and applicable laws to help drive the organization forward. Provides guidance and coaching on various Human Resources functions to over 80 Extension supervisors.

RESPONSIBILITIES

- Manages and administers daily human resource functions, including employment, performance management, pay, merit, and promotion processes, and training on Human Resources policies, practices and applicable laws. Formulates, recommends, and implements policies, procedures, programs, and projects for improved management and compliance in the ACES Human Resource Department. Serves in the capacity of leadership back-up in the absence of the Director.
- With guidance from AU's central human resources department, partners with employees, supervisors and managers to communicate various human resources and/or university policies, procedures, practices, as well as changes in federal and state regulations.
- Manages the non-tenure track faculty performance management process to include, but not limited to obtaining feedback, making recommendations for improvement, implementation of changes, and conducting training for both managers and employees on the performance evaluation tool. Coordinates feedback sessions to ensure continuous improvement for the review process.
- Oversees and directs the non-tenure track faculty recruitment process to include, but not limited topreparing job postings, recruitment, and application review for non-tenure track faculty application packets. Oversees and directs supervisors throughout the entire recruitment process to provide coaching, training, and resources to ensure hiring managers are following university policies/practices as well as federal and state regulations.
- Manages the ACES on-boarding process for non-tenure track faculty employees including coordinating and resourcing the bi-annual Foundations sessions on the Auburn University and Alabama A&M University campuses.
- Advises, guides, and trains supervisors and managers on employee relations issues and the development and implementation of performance improvement plans. In partnership with the Director of Human Resources and Strategic Partner Initiatives, and input from University Human Resources, provides guidance on corrective action issues.

RESPONSIBILITIES

- Supervises a Human Resource Generalist and students in the department.
- Administers Civil Service retirement, including but not limited to preparing estimates, providing retirement counseling, and preparing and executing final retirement paperwork.

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	5 years of	broad human resources management experience leading and executing initiatives across multiple HR functions - including employee relations, recruitment, compensation, performance management, training and development, benefits, and HR compliance - within a complex organizational environment.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of human resources policies, practices, precedents, and laws.	

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					

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.