AUBURN
Human Resources

Mgr, Facilities Human Resources

Job Description

JOB INFORMATION

Job Code	EB64
Job Description Title	Mgr, Facilities Human Resources
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	102 Vice President-Facilities Mgmt
Approved Date:	9/12/2025 2:45:54 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Business Partners

JOB SUMMARY

Reporting to the Human Resources Department Head for Auburn University's Facilities Management division, the Manager, Facilities Human Resources manages and administers Facilities Management overall employment processes: staffing, recruitment, and workforce planning strategies, and Facilities Management compensation processes: performance management, pay, merit, reclassifications, reorganizations, Job Family processes, employee relations and human resource functions ensuring policies and procedures are aligned with Central Human Resources.

RESPONSIBILITIES

- Manages and administers daily human resource functions. Investigates employee relations issues, advises, guides, and trains supervisors and managers on violations of work rules, policies, and/or regulatory requirements; making recommendations to resolve disciplinary/conduct issues in accordance with university policies, practices, and procedures.
- Partners with Facilities Management department heads to evaluate organizational structure and provide recommendations regarding staffing. Oversees reclassification processes for the division, including but not limited to filled and vacant reclassifications, promotions, and departmental reorganizations. Provides oversight for the Facilities Management position management of the division and stays abreast of the vacant, filled, funded, and unfunded positions within each directorate and department. Collaborates with Central Human Resources to ensure policies and procedures are aligned.
- Oversees and manages all Facilities Management processes for performance review (annual, planning, & mid-year), job family promotions, merit increases, and one-time supplements. Collaborates with departmental managers and supervisors to ensure accurate and timely completion of processes and materials, reviews materials, and works with managers and supervisors in effectively using the tools and materials provided to them.
- Conducts training for leadership, managers, and supervisors on materials, resources, and best practices. Continuously gathers feedback used to design and implement initiatives to improve the level of consistency, accuracy, and customer service throughout processes.
- Develops and implements projects and initiatives aimed at enhancing the division’s ability to accurately and effectively participate in workforce planning, as well as working with the Facilities Human Resource Department head to collect and analyze employment metrics and processes and make suggestions on improvements, working to streamline and improve customer service.
- Develops, implements, and manages comprehensive training and development programs, including effective onboarding processes for new hires, to enhance employee skills, knowledge, and performance. This includes conducting needs assessments, designing training materials, facilitating workshops, and evaluating program

RESPONSIBILITIES

	effectiveness. Identifies and recommends external training resources and opportunities to support employee growth and development." Develops and implements succession planning strategies to identify and prepare high-potential employees for future leadership roles.
•	Supervises multiple Human Resources Generalists and student employees within the department. Serves in the capacity of leadership back-up in the absence of the Facilities Management Department Head.

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	with 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.	
Working knowledge of various employment laws and regulations including but not limited to Equal Employment Opportunity, Americans with Disabilities Act, Age Discrimination in Employment Act, Americans with Disabilities Act, HIPPA, FLSA, etc.	
Expert level of knowledge on standard recruitment and selection processes including interview best practices, acceptable reasons for selection, etc. to ensure division stays in compliance of various laws listed above. Level of knowledge should be to an extent that supports training of division on these topics.	
Fully knowledgeable on job classification best practices as it relates to succession planning, workforce development, and career planning within an organization.	
Fully knowledgeable on performance management best practices with the ability to train and advise individuals throughout the complete performance management process.	
Highly preferred: Expert level of knowledge on University employment, performance management, pay, merit, promotion, and/or reclassification processes.	

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.