AUBURN
Human Resources

Spec, Talent Fulfillment

Job Description

JOB INFORMATION

Job Code	EB69
Job Description Title	Spec, Talent Fulfillment
Pay Grade	HR06
Range Minimum	$42,300
33rd %	$49,340
Range Midpoint	$52,870
67th %	$56,390
Range Maximum	$63,440
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	3/18/2024 11:37:36 AM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Employment Services

JOB SUMMARY

Reporting to the Manager of Employment Services this position is responsible for activities supporting the pre-employment processes and programs for Auburn University, in accordance with university policy, as well as state and federal guidelines. Performs operational, and administrative function in support of Employment Services.

RESPONSIBILITIES

- Acts as a point of contact for candidates and hiring managers, building and maintaining relationships in support of Non-Faculty, Student and Temporary positions. Administers the hiring process for non-faculty, student and temporary candidates through an electronic applicant tracking system (ATS). Reviews positions and hiring information, finalizes hires, and initiates the onboarding process. Consults with departments throughout the hiring process.
- Assists candidates with completing the background check process, orders background checks via an electronic portal - based on position requirements, reviews background check results for discrepancies and escalates discrepancies when appropriate, all in accordance with the university's Policy on Background Checks. Assists candidates with completing the Motor Vehicle Report (MVR) check process (when applicable), orders MVR reports via an electronic portal, and submits discrepancy results to Risk Management for review. In cases of a discrepancy, works with Risk Management and the department in accordance with the university's Fleet Safety Policy.
- Provides assistance to applicants as well as hiring supervisors in the use of the university's online employment practices and policies.
- Processes electronic personnel action forms for new jobs, pay rate changes, supervisor changes, department changes and terminations of student and temporary employees. Provides administrative support, including record-keeping, file maintenance and ERP (Banner) file creation and entry of employee information.
- Facilitates the temporary employee Chargeback System (electronic department billing system), reviews payroll reporting data, monitors and approves bi-weekly and monthly chargeback data for each department, and loads total charges into the ERP Finance system (Banner).
- Maintains temporary employee data electronically to enable tracking of hours worked in accordance with the restrictions of the Affordable Care Act (ACA), as well as tracking of temporary employee length of assignment, in accordance with the Policy on Temporary Employment Services (TES).

RESPONSIBILITIES

- Responsible for audit of student employee hours to ensure the maximum threshold is not exceeded in accordance with the Policy on Student Employment.
- Calculates hours and rate of pay for temporary Executive positions and reviews monthly payroll comparisons to ensure accurate number of hours worked.
- May complete special projects designed to enhance and support the effective and efficient operations of the Employment Services unit.

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	with no specific discipline.	and	2 years of	experience in human resources with an emphasis in employment services.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Working knowledge of employment processes, including staff, student, and temporary employees	
Proven knowledge of multiple Human Resources functions	
Proven knowledge of fundamental HR concepts, practices, and procedures	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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 temperatures		X			
Hazards		X			
Wet and/or humid		X			
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Requires performing and/or viewing work on a computer screen for the majority of the day. Ability to view and interpret information on a computer screen for long periods of time.