AUBURN
Human Resources

Div Dir of Facilities Mgmt HR

Job Description

JOB INFORMATION

Job Code	EB90
Job Description Title	Div Dir of Facilities Mgmt HR
Pay Grade	HR14
Range Minimum	$97,760
33rd %	$127,080
Range Midpoint	$141,750
67th %	$156,410
Range Maximum	$185,740
Exemption Status	Exempt
Organizational use restricted to the following divisions	102 Vice President-Facilities Mgmt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	2/6/2023

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Business Partners

JOB SUMMARY

This position provides strategic leadership and operational management of all human resources functions within the Facilities Management unit. The HR Director ensures alignment with both university-wide and unit-specific goals and compliance obligations. This role serves as a trusted advisor to unit leadership, proactively addressing complex HR challenges and fostering a positive and productive work environment. The HR Director plays a pivotal role in shaping the unit's long-term workforce strategy and cultivating a skilled, engaged, and adaptive workforce.

RESPONSIBILITIES

- Develops and implements the unit's comprehensive HR strategy, policies, and procedures, ensuring compliance and administrative consistency in collaboration with central HR.
- Provides strategic vision for workforce development, technical training, and apprenticeship programs, aligning HR initiatives with the unit's evolving operational needs and long-term objectives.
- Proactively identifies and resolves complex HR issues, providing expert consultation and recommendations to unit leadership and central HR.
- Analyzes HR metrics to identify trends, forecast future workforce needs, and develop data-driven solutions for increased efficiency and effectiveness.
- Serves as the primary Designated Human Resources Liaison (HRL), ensuring effective two-way communication between the unit and central HR.
- Provides representation from the unit on university-wide committees and in HR-related programs, influencing broader HR policies and initiatives.
- Leads comprehensive workforce planning initiatives, including budget management, retirement forecasting, and identifying future staffing and critical skill requirements.
- Collaborates closely with unit leadership on strategic workforce and succession planning, identifying skill gaps and developing proactive strategies to build future capabilities.
- Oversees the full-cycle recruitment and selection process, ensuring legal compliance and best practices in candidate sourcing, screening, interviewing, and offer development in partnership with Compensation & Classification.
- Coaches supervisors on effective hiring practices and analyzes offer declination data to refine recruitment strategies.
- Oversees and develops unit-specific onboarding and offboarding processes, ensuring positive experiences for both new and departing employees.

RESPONSIBILITIES

- Conducts exit interviews and utilizes turnover data to inform strategic retention initiatives.
- Proactively monitors and addresses performance concerns, coaching supervisors on effective communication, documentation, and performance improvement plans.
- Oversees the performance management process, ensuring fairness, consistency, and alignment with merit increases to foster a pay-for-performance culture.
- Develops and implements a comprehensive learning and development strategy, encompassing both university-sponsored and unit-specific programs for supervisors and employees.
- Leads the design, development, and oversight of the division's apprenticeship programs and other technical trade training initiatives to build and sustain a highly skilled workforce.
- Establishes and manages broad technical trades training and workforce development programs, collaborating with other campus units—including Property Services, Athletics, The Auburn Hotel, and Fisheries, etc.— to address shared technical skill and professional growth needs across the university.
- Designs and oversees specialized training programs, including hands-on workshops and certifications, ensuring the workforce possesses the necessary technical competencies for current and future operational demands.
- Collaborates with Human Resources Development to facilitate employee growth, career progression, and continuous improvement in performance.
- Advises and coaches supervisors and managers on employee relations issues, ensuring fair and consistent resolution of concerns in collaboration with central Employee Relations.
- Leads employee engagement initiatives, including reward and recognition programs, to foster a positive and inclusive work environment.
- Ensures unit-wide compliance with all university and unit-specific HR policies, procedures, practices, as well as federal and state employment laws.
- Partners with unit leadership and central HR on large-scale compliance projects and audits.
- Maintains a strong working knowledge of relevant legal requirements to proactively minimize HR-related risks.
- Collaborates with supervisors, managers, and University Compensation & Classification on organizational structure reviews, job description development, job title and pay grade allocation, and well-informed pay recommendations.
- Provides expert guidance on the university's compensation infrastructure and administers the annual merit increase and promotion programs.
- Participates in the communication and administration of benefits, payroll, and records management.
- Ensures timely and accurate processing of employee data and maintains the highest standards of confidentiality regarding all employee information.

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	Degree in Business Administration, Human Resources, Management, Industrial/Organizational Psychology or related field.	and	7 years of	Demonstrated experience: • at professional level (FLSA exempt), and • progressively-responsible success,	Or

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
	Highly desirable: Master's, J.D. or Ph.D. in directly related discipline.			• where the jobs' primary role was HR management, • in multiple of the following human resources functional areas: ◦ Employment ◦ Compensation ◦ Benefits ◦ Employee relations ◦ Learning & development ◦ Organizational development and culture management • Supervision: At least 3 of the minimum must have included direct supervisory responsibility.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge gained from having had responsibility and accountability for building and implementing human resources programs in support of complex operational requirements.	
Additional knowledge of human resources policies, practices, precedents and laws as gained through a combination of education and experience.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Certification in one of more human resources functional areas from a recognized professional association is preferred.	Upon Hire	Desired	

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.