AUBURN
Human Resources

HR Business Partner
Job Description

JOB INFORMATION

Job Code	EB92
Job Description Title	HR Business Partner
Pay Grade	HR12
Range Minimum	$76,560
33rd %	$96,970
Range Midpoint	$107,180
67th %	$117,390
Range Maximum	$137,800
Exemption Status	Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	5/11/2026 3:48:41 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Business Partners

JOB SUMMARY

Under supervision, in collaboration across multiple campus units and University Human Resources (UHR), administers a variety of complex human resources related programs and processes within multiple areas of Human Resources including, but not limited to, compensation, benefits, employment, employee relations, payroll, training and/or development which support the operational functions at a division level. Serves to provide professional level HR services to various designated campus units.

RESPONSIBILITIES

- Oversees and directs the college/department's human resource functions in multiple units, including but not limited to policy and program administration, compliance with applicable laws, and procedures and processes. In partnership with AU's central human resources, works to ensure compliance with human resources and/or university policies, procedures, practices, as well as federal and state regulations, and ensures consistency in the application of policies throughout the department.
- With guidance from AU's central human resources department and the Director, Human Resource Services, partners with employees, supervisors and managers across several campus units, to communicate various human resources and/or university policies, procedures, practices, as well as changes in federal and state regulations.
- Provides guidance to management in designated campus units regarding:
  1.) The employment process, including ensuring compliance with all search committee processes, facilitating hiring decision discussions, promotion and tenure recommendations, and finalizing and extending salary offers, as assigned.

  2.) Employee relations issues to resolve concerns while providing courses of action and/or appropriate decisions. Provides coaching and guidance to supervisors and managers in the handling of employee performance issues including corrective counseling memos and performance improvement plans.

  3.) The performance management process, reviewing evaluations as requested and working with managers in effectively using management tools/skills designed to improve performance. Assists in facilitating and identifying employee training.

  4.) Insures that payroll transactions are completed in a timely manner to meet deadlines. May represents the unit on departmental or campus-wide committees. May lead teams working on HR-related efforts.

  5.) Provides oversight of communication and administration of benefits, payroll, and records management within the area of responsibility.

RESPONSIBILITIES

- Partners with supervisors and managers in designated units to evaluate organizational structure, develop new or modified position descriptions, and provide recommendations regarding staffing; coaches supervisors and managers in recruiting and hiring best practices.
- Researches and gathers background information on a variety of topics. Compiles information and prepares reports, letters, memos, and job-related documentation of a confidential nature. Creates and runs queries and analyzes HR-related data.
- Serves as the liaison for designated units with AU's central human resources. Participates in administrative staff meetings and attends other meetings as needed. Provides development and oversight of the onboarding and termination process for employees leaving the department.

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. Degree in Human Resources, Management, Business Administration, or Industrial/Organizational Psychology is desired.	and	7 years of	broad human resources management experience leading and executing initiatives across multiple HR functions - including recruitment, compensation, benefits, performance management, training and development, and HR compliance - within a complex organizational environment. Must include at least 3 years of direct responsibility in employee relations.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Ability to synthesize information, provide advice, and address needs independently.
Advanced Knowledge of federal, state, local, and University policies and regulations.
Ability to conduct activities and make decisions according to ethical standards.
Ability to analyze and present information and maintain accurate and detailed records.
Proficiency in computer applications. Solid knowledge of various database and software programs.
Ability to collaborate with technology professionals.
Demonstrate excellent oral and written communication in daily interactions.
Proven ability to clearly articulate specific information in areas of subject matter expertise.
Proven ability to work independently and as part of a team.
Complete tasks without immediate supervision. Work with senior leaders to accomplish goals.
Ability to lead, train, and functionally supervise if needed. Advanced knowledge of human resources policies, practices, precedents, and laws.
Knowledge of software systems.

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			10 lbs
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:

No special vision requirements.