AUBURN
Human Resources

Dir, Employee Relations

Job Description

JOB INFORMATION

Job Code	EB96
Job Description Title	Dir, Employee Relations
Pay Grade	HR15
Range Minimum	$112,420
33rd %	$146,140
Range Midpoint	$163,010
67th %	$179,870
Range Maximum	$213,600
Exemption Status	Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	5/29/2025 10:36:56 AM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Employee Relations

JOB SUMMARY

Reporting to the Executive Director, Human Resources & Research Talent Initiatives, this position is responsible for leading and managing the university's employee relations function to foster a positive, productive, and inclusive work environment. Develops effective relationships with senior university and campus leadership to maintain an effective employee relations strategy and provides consultation to campus management on human resources-related issues and compliance. Provides oversight to a team that leads the campus in specialized consultation for employee discipline issues, employee relations policy and procedures, and programs.

RESPONSIBILITIES

- Develops and implements employee relations strategies aligned with AU's mission and values, and advises senior leadership on employee relations trends, risks, and best practices.
- Leads and manages the employee relations department in the areas of problem resolution, employee relations, and employee discipline. Develops, recommends, and implements approved organization-wide employee relations policies and practices. Ensures the uniform and equitable application of relevant federal and state laws and regulations (Title VII, ADA, FMLA, EEO, FLSA, etc.) and AU policies and procedures.
- Advises both employees and management regarding employee relations policies, procedures, and documentation. Researches, identifies, and analyzes specific employee relations concerns and provides guidance and expert recommendations to resolve work-related issues, including job performance and progressive discipline.
- In consultation with the Office of Equal Opportunity, oversees complex investigations involving highly sensitive matters, including harassment, discrimination, and retaliation, to document findings and make recommendations on appropriate actions.
- Oversees and conducts complex investigations regarding other work-related matters to document findings and make recommendations on appropriate actions.
- Directs or consults on the employee grievance process, ensuring compliance and necessary documentation is appropriate. Responsible for leading and directing reductions in force and lay-offs. Collaborates with other UHR departments to facilitate related processes and identify appropriate recommendations.
- Manages the daily operations of the Employee Relations team to include, but not limited to, monitoring expenses and managing budget resources, evaluating the structure and team plan for continual improvement. Serves as a liaison with vendors and consultants and provides individuals with professional and personal growth. Monitors and analyzes employee relations metrics and trends to inform decision-making.
- Frequently collaborates with UHR, campus, and University leadership, HR Liaisons, employee supervisors, legal counsel, and compliance teams to support an inclusive and equitable workplace. Serves on various university committees, contributing expertise in employee relation issues and investigations.

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	Human Resources Management, Organizational Development, Business Administration, Higher Education, or related field.	and	7 years of	direct experience in Employee Relations, Investigations, or Mediation and Conflict Resolution.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Strong knowledge of federal, state, and local employment and labor laws and HR best practices.	
Strong communication and interpersonal skills with diverse individuals, including current employees, faculty, administrators, AU leadership, and external stakeholders.	
Demonstrated leadership and team management abilities.	
Demonstrated success in building relationships with peers, functional partners and/or external partners to accomplish business objectives.	
Possesses the experience and skills to handle complex, high-risk items with minimal oversight.	
Exceptional oral and written communication skills, with the ability to convey complex information clearly, concisely, and diplomatically to diverse audiences.	
Proven ability to manage highly sensitive and confidential information with the highest level of discretion, integrity, and ethical judgment.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Professional in Human Resources (PHR)-HRCI			Desired	
SHRM-CP			Desired	

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			

PHYSICAL DEMANDS

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