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## Auburn University Job Description

Job Title: **Mgr, Human Resources**

Job Family: No Family

Job Code: **EB02**

Grade HR11 \$59,500 - \$107,100

FLSA status: Exempt

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### Job Summary

Provides professional human resources services to employees in the department in the areas of employment, compensation, employee relations, organizational and human resources development with the result of positively influencing organizational performance and results.

### Essential Functions

1. Oversees and directs the school/college/department's human resource functions, including but not limited to policy and program administration, compliance with applicable laws, and procedures and processes.
2. Assesses the effectiveness of HR policies and programs ensuring that goals and objectives are met.
3. With guidance from AU's central human resources department, partners with employees, supervisors and managers to communicate various human resources and/or university policies, procedures, practices, as well as changes in federal and state regulations.
4. Advises supervisors and managers on employee relations issues to resolve concerns while providing courses of action and/or appropriate decisions. Provides employee relations coaching and guidance to supervisors and managers in the handling of employee performance issues; provides guidance, with input from central human resources, on corrective counseling and performance improvement plans.
5. Oversees and directs supervisors and managers in the performance management process, reviews evaluations as requested and works with managers in effectively using management tools/skills designed to improve performance. Assists in facilitating and identifying employee training.
6. 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.
7. Assists in building supervisors and managers awareness of federal and state compliance obligations in the administration of their human resources talent.
8. Serves as the designated liaison with AU's central human resources. Participates in administrative staff meetings and attends other meetings as needed. Provides development and oversight of onboarding and termination process for employees leaving the department.
9. Partners with supervisors and managers 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.
10. Provides oversight of communication and administration of benefits, payroll and records management within area of responsibility.

### 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.

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*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*



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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field
<b>Experience (yrs.)</b>	5	At least 3 years direct responsibility in Employee Relations plus 2 years experience in 2 or more of the following HR specialty areas: recruiting/staffing, compensation, performance management, training and development, benefits.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

Indicated experience is required; no substitutions allowed.

#### **Minimum Required Knowledge**

Knowledge of human resources policies, practices, precedents and laws.

#### **Certification or Licensure Requirements**

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, .

Vision requirements: Ability to see information in print and/or electronically.

Date: 3/28/2016

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