

JOB INFORMATION

Job Code	EB08
Job Description Title	Assoc VP, Human Resources
Pay Grade	HR19
Range Minimum	\$196,070
33rd %	\$277,770
Range Midpoint	\$318,620
67th %	\$359,470
Range Maximum	\$441,170
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/25/2014

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Operations

JOB SUMMARY

Serves as Chief Human Resources Officer for non-faculty employees of Auburn University including planning, developing, implementing, directing and evaluating human resources programs and services and advising senior administration on policy issues.

RESPONSIBILITIES

- Advises and informs senior administration regarding current HR policies, procedures and programs, and critical policy issues, as well as recommends changes/improvements and provides data for management decision-making.
- Administers human resource policies on a day-to-day basis and ensures compliance with all applicable laws and regulations and works collaboratively with legal counsel on policy interpretation, EEO compliance and complaint resolution.
- Manages the HR function, including integrating department plans with University strategic plans, assessing the effectiveness of HR policies and programs consistent with SACS accreditation requirements, and overseeing the departmental budget/resources.
- Advises managers and supervisors on problem resolution and their HR-related responsibilities and serves as liaison between employees and senior administration by balancing management interests with employee advocacy.
- Represents the University at outside community service activities and serves on University committees.
- Stays abreast of current environmental trends, legislation, and best practices in the field of HR that have the potential to impact the HR function and/or Higher Education in general.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.
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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 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	
Master's Degree	Degree in Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field	And	8 years of	Experience in human resources management including several areas such as employment, staff development, affirmative action/equal employment opportunity administration, and/or classification and compensation	

Substitutions Allowed for Experience Yes

Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

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					
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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.