
Auburn University Job Description

Job Title:	Mgr, Employee Relations	Job Family:	No Family
Job Code:	EB20	HR12:	\$66,900 - \$120,400
FLSA status:	Exempt		

Job Summary

Reporting to the Executive Director, Campus Relations, this position manages the Employee Relations (ER) Unit and is responsible for planning, developing, recommending, implementing, and administering policies, procedures, and programs that maintain effective communication and positive relationships, and promote employee satisfaction with employees at all level. Exercising a significant degree of independent judgement and discretion, investigates, identifies major findings, and develops legally-compliant and effective solutions to employee relations issues. Independently provides advice and guidance related to human resources management for a school/college/department including planning, developing, implementing, and evaluating human resources programs and services and advising senior administration on policy issues. Provides guidance and recommendations to supervisors and Human Resources Liaisons regarding terminations, drug testing and other employee confidential matters.

Essential Functions

1. Advises and counsels managers and supervisors on current HR policies, procedures, programs and employment laws; recommends changes/improvements with supporting data for management decision-making. Makes independent recommendations to resolve work related problems, related to job performance, behavior, grievances, FMLA, progressive discipline, action plans and termination of employment. Manages the Layoff and Reduction in Force process, by providing guidance to departments to ensure the layoff guidelines and procedures are followed and proper notification is given to the employee.
 2. Investigates employee relations issues, i.e. employee complaints, alleged misbehavior and/or violation of work rules, policies and/or regulatory requirements; determining what facts need to be identified, outcomes and implications to be considered, and makes recommendations to resolve issues in accordance with company policies, practices, and procedures.
 3. Provide assistance to HRL's and supervisors in writing Performance Improvement Plans and disciplinary actions to insure consistency and legal compliance.
 4. Serves as the primary liaison to work with the employee, the employee's department and or HRL, the medical provider, Payroll and Benefits Department, Risk Management, EEO and AA, and others as appropriate to consult and advise regarding the employee's return to work. Responsible for actively engaging in the interactive process with the employee and medical provider, if appropriate, to ensure all opportunities for accommodations have been thoroughly explored.
 5. Manages the Employee Recognition Programs - Ensures that all events are planned timely and carried out effectively. Makes concerted effort to reduce cost where possible while presenting a quality program. Maintains old and develops new relationships with vendors for both food and entertainment. Prepares letters for employees, supervisors and department heads, as well as meets with employees, departments and vendors to ensure arrangements are complete. Supervises the Employee Relations Specialist to ensure all duties are performed.
 6. informs necessary employees of events, meeting and awards, ensures the preparation of certificates and ensures signatures are obtained, post and distribute pictures of events, maintain a list of all the Spirit of Excellence Award winners, formats employee data for Recognition Programs; to include calculations, sorting and mail merge. Creates spread sheets and maintain accurate records of all monies collected and insure that timely deposits are made. Manages the
-

Auburn University Job Description

distribution of keep sake boxes given to employees that pass away, ensuring that the family member receives it in a timely manner and attend funeral of current employees. Maintain a supply of service awards gifts on hand and forecast for the future. Seek out new gifts when items are discontinued. Work constantly with Trademark and licensing to make sure artwork is up to date and compliant.

7. Manages the administration of the employee drug testing program. Oversees pre-employment, random and reasonable suspicion drug testing and maintains a working relationship with the local medical clinics, drug testing collection and reporting vendor and the Federal Motor Carrier Safety Administration for testing, program completion, and to ensure Auburn University stays compliant with Federal Regulations. Keeps an active list of all Department of Transportation (DOT) and Department of Defense (DOD) employees and reports updates to Workforce QA for random selection quarterly. Manages the DOT and DOD mandatory electronic query for all regulated employees via the Federal Motor Carrier Safety Administration Clearing House. Ensures that proper Fee-of-Payment (FOP) is on file to ensure correct billing. Maintains all information in a secure location. Completes and provides proper forms to clinics, hospitals, health care providers, supervisors, liaisons and employees.
8. Manages the unemployment process for the University to include A&P, Staff, Faculty, Students and Contract employees. Ensure that unemployment information letters are sent to all former employees regardless of termination reasons. Monitor and report fraud to both the state agency and employees at all levels, to include providing counseling and direction. Coordinate with departments and stakeholders to obtain accurate and timely information. Represents the University at hearings to ensure best possible outcomes and be prepared to discuss employee separation and related information under oath. Submit all paperwork accurately and timely to avoid substantial fines.
9. Maintains administrator rights to create and update employee records in Case Management System. Uses the system to track and follow-up on employee cases and to provide reports and matrix information. Communicates with vendor when issues arise or updates are needed.

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.

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.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	No specific discipline.
Experience (yrs.)	7	Demonstrated experience working in an employee relations function and being directly responsible for conducting investigations, developing recommendations, and writing reports. At least two years of direct supervisory experience.

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

Working knowledge of federal, state and local labor laws.

Strong communication and interpersonal skills with diverse individuals, including current employees, faculty, administrators, AU leadership, and external stakeholders.

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.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

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

Job occasionally requires standing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 3/22/2018
