



JOB INFORMATION

Job Code	EB20
Job Description Title	Mgr, Employee Relations
Pay Grade	HR12
Range Minimum	\$72,170
33rd %	\$91,410
Range Midpoint	\$101,030
67th %	\$110,650
Range Maximum	\$129,900
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/22/2018

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Employee Relations

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.

RESPONSIBILITIES

- 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.
- 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.
- Provide assistance to HRL's and supervisors in writing Performance Improvement Plans and disciplinary actions to insure consistency and legal compliance.
- 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.
- 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.

RESPONSIBILITIES

- 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 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.
- 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.
- 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.
- 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 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.
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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 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	No specific discipline.	And	7 years of	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.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.	

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		
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.