
Auburn University Job Description

Job Title: **Sr. Manager, Human Resources**

Job Family: No Family

Job Code: **EB30**

Grade HR12 \$66,900 - \$120,400

FLSA status: Exempt

Job Summary

Provides professional and strategic 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 strategically directs the school/college/department's human resource functions, including but not limited to policy and program development and 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. Proactively identifies and analyzes complex problems, evaluates, consults and resolves efficiently and effectively; ensures solutions are consistent across the diverse employee groups within the department.
4. 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.
5. 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.
6. 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.
7. 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.
8. Assists in building supervisors and managers awareness of federal and state compliance obligations in the administration of their human resources talent.
9. Serves as the designated liaison with AU's central human resources. Participates in administrative staff meetings and attends other meetings as needed to provide guidance and direction on human resources related issues. Provides development and oversight of onboarding and termination process for employees leaving the department.
10. 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.
11. Provides oversight of communication and administration of benefits, payroll and records management within area of responsibility.

Supervisory Responsibility

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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.



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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field
Experience (yrs.)	7	At least 3 years direct responsibility in Employee Relations plus 4 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.

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 sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, and lifting up to 10 pounds.

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

Date: 3/28/2016
