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## Auburn University Job Description

Job Title: **Human Resources Generalist I**

Job Family: No Family

Job Code: **EB47**

Grade HR07 \$40,000 - \$64,000

FLSA status: Exempt

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### Job Summary

Under close supervision, administers routine human resources related programs and processes utilizing established procedures within one or more areas of Human Resources including, but not limited to, compensation, benefits, employment, employee relations, payroll, training and/or development which support the operational functions at a division level. Restricted use - This job is considered to be a training level within the Human Resources function and would not be suitable as the only HR-related job within a college/school or division.

### Essential Functions

1. Initiates and/or responds to routine inquiries concerning human resources programs within a variety of HR specialties including, but not limited to, compensation, benefits, employment, employee relations, payroll, training and/or development.
2. Interprets HR policies, procedures, and practices and investigates routine issues, obtaining information from higher-level HR staff and/or referring as appropriate. Provides guidance and support to employees and management on HR policies and procedures.
3. Assists in the coordination of human resources functions within the division such as performance evaluation, merit, reclassification, training and development, etc. Assists in the coordination of the employment process including identification of search committee members, development of appropriate behavioral interview questions, and identification of appropriate candidate evaluation methodology.
4. May initiate and/or approve routine human resources or payroll transactions. May oversee the work of administrative support staff relating to the completion of forms and meeting deadlines.
5. Assists with the development of unit-specific human resources policies, procedures, and programs while maintaining compliance with all federal and state laws and regulations including, but not limited to, ADA, FLSA, EEOC, Title VII of the Civil Rights Act of 1964, FMLA, Age Discrimination in Employment Act, USERRA, and Equal Pay Act.
6. Compiles information and prepares reports, letters, memos, and job-related documentation of a confidential nature. Runs queries and analyzes HR-related data.
7. Acts as a liaison between employees or departments and University Human Resources.
8. Promotes inclusion and diversity through specific human resources programs such as recruitment and employment activities.
9. Performs other related duties as assigned.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*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	Bachelor's degree - no specific discipline.
<b>Experience (yrs.)</b>	0	Experience in human resources management including compensation, benefits, employment, employee relations, payroll, training and/or development.

#### 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

- Demonstrate ability to follow set policies and procedures.
- Adhere to regulatory guidelines in daily work.
- Ability to independently research topics.
- Ability to manage files and records.
- Demonstrate thoughtful and appropriate oral and written communication in daily interactions.
- Ability to follow directions and work effectively as part of a team.
- Demonstrate respect for employees and confidential material.
- Knowledge of basic computer applications and various database and software programs.
- Knowledge of compensation principles and practices and salary schedules.

#### 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, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, and lifting up to 25 pounds.

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

Date: 4/9/2019

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