



JOB INFORMATION

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| Job Code | EB58 |
| Job Description Title | Mgr, Employee Engagement |
| Pay Grade | HR10 |
| Range Minimum | \$60,310 |
| 33rd % | \$74,390 |
| Range Midpoint | \$81,420 |
| 67th % | \$88,460 |
| Range Maximum | \$102,530 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 3/26/2020 |

JOB FAMILY AND FUNCTION

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|---------------|----------------------|
| Job Family: | Human Resources |
| Job Function: | HR Business Partners |

JOB SUMMARY

Reporting to the unit's top Human Resources position, the Employee Engagement Manager is responsible for planning, implementing, and evaluating strategies and initiatives to improve employee engagement and welfare within a complex division and diverse workforce. Manages programs that create and sustain a positive workplace environment. Coordinates, participates in the implementation of, measures, and reports on the impact of the division's long-term strategic plan on diversity and inclusion for the employee population. Monitors all programs and processes to support a positive influence on organizational performance and employee engagement results without regard to such human qualities as race, gender, ethnicity, physical ability, nationality, age, religion, sexual orientation.

RESPONSIBILITIES

- Recommends, develops, organizes, and manages a balanced program of events and activities for the division which include a wide range of recognition and awards programs designed to support a positive work environment promoting employee morale, loyalty, and engagement.
- Assists top Human Resources position in collaborating with divisional leadership in the development and implementation of new initiatives focused on improving efficiency, employee development, and customer service.
- Stimulates collaboration and communication throughout the workforce using a variety of methods; identifying opportunities for environmental and cultural improvement that enhance positive relationships. Provides regular status reports regarding environmental and cultural initiatives to supervisor and division leadership
- Facilitates an open and trusting environment within the division where employees can discuss problems, concerns, and issues. When appropriate, partners with University Human Resources Employee Relations to resolve such issues.
- Periodically conducts divisional climate and engagement surveys; analyzing results, preparing major findings as compared to goals, developing conclusions, and delivering recommendations to management.
- Manages and coordinates the division's diversity action plan; monitoring progress and providing recommendations to improve inclusive behavior, employee opportunities with resultant diversity. May serve as the division's diversity officer.
- Assists in developing, implementing, and evaluating a comprehensive divisional onboarding program for all new, promotional, and transfer employees into and within the division. Serves on recruitment committees for key positions.
- Supervises one or more regular, full time employees.

SUPERVISORY RESPONSIBILITIES

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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. |
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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 | |
|-------------------|---------------------|--|---------------------|---|--|
| Bachelor's Degree | No specific degree. | | 5 years of | Experience in Human Resource administration to include employee relations, complex problem solving, and project administration. Experience must demonstrate increased levels of responsibility and accountability with the ability to identify risks, build and align initiatives, and effectively implement programs with clear results. | |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of principles and practices for employee relations, employee engagement, inclusion, diversity, and employee relations.

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|--|--------------------------------|------------|------------------|--|
| DL NUMBER - Driver License, Valid and in State | | Upon Hire | 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.