

JOB INFORMATION

Job Code	EB62
Job Description Title	Mgr, ACES Human Res Admin
Pay Grade	HR10
Range Minimum	\$59,130
33rd %	\$72,930
Range Midpoint	\$79,830
67th %	\$86,730
Range Maximum	\$100,520
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	3/27/2020

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Business Partners

JOB SUMMARY

Reporting to the Director of Human Resources and Strategic Partner Initiatives, the Manager of ACES Human Resources Administration provides professional human resources services to the Alabama Cooperative Extension System with over 600 full-time and part-time employees and 200 TES employees located throughout the state of Alabama. Manages and administers daily human resource functions for the approximately 200 non-tenure track faculty positions including employment, performance management, pay, merit, and promotion processes, and training on Human Resources policies, practices and applicable laws to help drive the organization forward. Provides guidance and coaching on various Human Resources functions to over 80 Extension supervisors.

RESPONSIBILITIES

- Manages and administers daily human resource functions, including employment, performance management, pay, merit, and promotion processes, and training on Human Resources policies, practices and applicable laws. Formulates, recommends, and implements policies, procedures, programs, and projects for improved management and compliance in the ACES Human Resource Department. Serves in the capacity of leadership back-up in the absence of the Director.
- 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.
- Manages the non-tenure track faculty performance management process to include, but not limited to obtaining feedback, making recommendations for improvement, implementation of changes, and conducting training for both managers and employees on the performance evaluation tool. Coordinates feedback sessions to ensure continuous improvement for the review process.
- Oversees and directs the non-tenure track faculty recruitment process to include, but not limited to preparing job postings, recruitment, and application review for non-tenure track faculty application packets. Oversees and directs supervisors throughout the entire recruitment process to provide coaching, training, and resources to ensure hiring managers are following university policies/practices as well as federal and state regulations.
- Manages the ACES on-boarding process for non-tenure track faculty employees including coordinating and resourcing the bi-annual Foundations sessions on the Auburn University and Alabama A&M University campuses.
- Advises, guides, and trains supervisors and managers on employee relations issues and the development and implementation of performance improvement plans. In partnership with the Director of Human Resources and Strategic Partner Initiatives, and input from University Human Resources, provides guidance on corrective action issues.
- Supervises a Human Resource Generalist and students in the department.

RESPONSIBILITIES

- Administers Civil Service retirement, including but not limited to preparing estimates, providing retirement counseling, and preparing and executing final retirement paperwork.
- Performs other duties as assigned including HR projects throughout the year.

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.
----------------------------	---

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	In Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field.	And	5 years of	At least 3 years of direct responsibility in Employee Relations plus 2 years experience in 2 or more of the following HR specialty areas: recruiting/staffing, compensation, performance management, training and development, and benefits.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of human resources policies, practices, precedents and laws.

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	

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.