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## Auburn University Job Description

Job Title: **Mgr, HR Advancement**

Job Family: No Family

Job Code: **EB79**

Grade HR10: \$54,800 - \$93,200

FLSA status: Exempt

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### Job Summary

Reporting to the Executive Director, Advancement Culture & Talent, the Human Resources Advancement Manager 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 to help drive the organization forward.

### Essential Functions

1. 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 Human Resource Department.
2. 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
3. Partners with the leadership team to understand and execute the organizations talent strategy particularly as it relates to current and future talent needs, recruiting, retention, and succession planning.
4. Advises, guides, and trains supervisors and managers on employee relations issues and the development and implementation of performance improvement plans. In partnership with the Executive Director, Advancement Culture & Talent and input from University Human Resources, provides guidance on corrective action issues.
5. Partners with supervisors to evaluate organizational structure and provide recommendations regarding staffing. Oversees reclassification processes including but not limited to filled and vacant reclassifications, promotions, and departmental reorganizations. Provides oversight for position management of the division and stays abreast of the vacant, filled, funded, and unfunded positions within each directorate and department. Collaborates with Central Human Resources to ensure policies and procedures are aligned.
6. Creates, organizes, and conducts orientation sessions and coordinates on-the-job training for new and transferred employees.
7. Collects, analyzes, and maintains data gathered to inform targeted leadership development (e.g., succession planning).
8. Develops, initiates, and maintains effective programs for workforce retention, promotion, and succession planning.
9. Collaborates with teams to ensure they remain connected and focused with engagement tools that help identify potential retention risks and retain top performers.
10. Performs other duties as assigned.

### Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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*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	Degree in Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field.
<b>Experience (yrs.)</b>	5	At least 3 years 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, 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 polices, practices, precedents, and laws. Working knowledge of various employment laws and regulations including but not limited to Equal Employment Opportunity, Americans with Disabilities Act, Age Discrimination in Employment Act, Americans with Disabilities Act, HIPPA, FLSA, etc. Fully knowledgeable on performance management best practices with the ability to train and advise individuals throughout the complete performance management process.

#### **Certification or Licensure Requirements**

None required.

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### Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

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, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 25 pounds.

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

Date: 10/21/2022

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