



JOB INFORMATION

Job Code	EB79
Job Description Title	Mgr, Advancement Human Resources
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	10/21/2022

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Business Partners

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.

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 Human Resource Department.
- 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
- 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.
- 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.
- 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.
- Creates, organizes, and conducts orientation sessions and coordinates on-the-job training for new and transferred employees.
- Collects, analyzes, and maintains data gathered to inform targeted leadership development (e.g., succession planning).
- Develops, initiates, and maintains effective programs for workforce retention, promotion, and succession planning.
- Collaborates with teams to ensure they remain connected and focused with engagement tools that help identify potential retention risks and retain top performers.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

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

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 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.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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.

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	
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.