



JOB INFORMATION

Job Code	EB80
Job Description Title	Mgr, Engineering 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	12/15/2022

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	HR Business Partners

JOB SUMMARY

Reporting to the Senior Manager for Human Resources, the Engineering Human Resources Manager provides professional human resources services to the Samuel Ginn College of Engineering's staff, temporary students, graduate and undergraduate students in the college in the areas of employment, compensation, employee relations, performance management, and organizational and human resources with the result of positively influencing organizational performance and results.

RESPONSIBILITIES

- Plans, develops, implements, and administers human resource programs in the areas of employment, compensation, performance and talent management, employee relations, training and development, productivity, culture and morale. Partners with University Human Resources (UHR) to administer benefits, timekeeping, and leave programs. Oversees and participates in employee conduct investigations independently and in partnership with the Senior HR Manager.
- Partners with Senior HR manager to provide coaching to supervisors to sustain long-term employee performance levels and maintain a cadence of accountability. Assists in strategy development to ensure the unit is able to process and support workforce needs and ensure regulatory compliance.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance to maintain compliance and recommend improvements. Monitors programs and practices to ensure compliance with human resources laws, regulations, and institutional policies. Interprets and explains human resources policies, procedures, laws, standards, or regulations. Provides advice and counsel to managers and supervisors regarding HR practices, policy, coaching, counseling and employment laws
- Creates, updates, and enters information in Banner for payroll administration. Provides training to department staff on electronic personnel action forms.
- 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.
- Oversees HR-related services and making program modifications and improvements as necessary to ensure best practices within the College. Serves as the designated liaison with AU's central human resources. Participates in administrative staff meetings and attends other meetings as needed. Provides development and oversight of termination process for employees leaving the department.
- Coordinates with departments to accomplish essential recruitment tasks to include posting job openings, reviewing resumes, screening candidates and scheduling interviews Works with managers and staff to improve work relationships, increase productivity and morale. Works closely with department staff to ensure positions are posted and funded appropriately.

RESPONSIBILITIES

- Provides support and guidance to management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations. Responds to employee relations issues such as employee complaints, harassment allegations, and conducts investigations of employment related issues at the direction of Senior HR manager.
- Performs other duties as assigned including HR projects throughout the year.

SUPERVISORY RESPONSIBILITIES

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

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	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 policies, practices, precedents.	
Knowledge of federal, state, local and University policies and regulations. Working knowledge of employment laws and regulations (ADA, EEO, FMLA, FLSA) and the ability to appropriately spot employment risk issues.	
Ability to synthesize information, provide advice, and address needs independently.	
Conduct activities and make decisions according to ethical standards, to analyze and present information and maintain accurate and detailed records.	
Excellent oral and written communication.	
Strong interpersonal skills.	
Resourceful thinking.	
Ability to work independently and as part of a team.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.		Upon Hire	Required	And
SHRM-CP		Upon Hire	Desired	Or
Professional in Human Resources (PHR)-HRCI		Upon Hire	Desired	Or
Senior Professional in Human Resources (SPHR)-HRCI		Upon Hire	Desired	

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.