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## Auburn University Job Description

Job Title: **Assoc AD, Human Resources**

Job Family: No Family

Job Code: **EB91**

Grade HR15: \$98,300 - \$186,800

FLSA status: Exempt

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### Restricted Use

This human resources job title and description is restricted for use in the Intercollegiate Athletics Division which aligns to the following attributes:

The principle line of business, contractual or legal relationships, and/or compliance obligations for these units require an operating model that may significantly differ from Auburn University's established operating policies and procedures, and include one or more of the following:

- Reports as an independent division to the Office of the President, and/or requires significant review and oversight by the university's Executive Vice President and/or the Board of Trustees.
- Requires unit-specific human resources policies, procedures, practices, guidelines, programs, legal requirements, and/or goal commitments, to successfully support its operating mission while ensuring alignment and administrative compliance with university policy, federal and state regulations, and/or other agency compliance obligations.
- Requires a significant focus on the management and administration of the unit's unique and professional compliance obligations to external agencies or professional organizations. This includes extensive communications, monitoring, and reporting that is unique to the area of business and discipline within which the unit operates.

•*Human Resources Management:* This job demands significant accountability for the planning, implementation, and monitoring of unit-specific human resources function-specific procedures and processes. Planning, organizing, directing, and controlling the human resources programs and activities in these units presents increased levels of complexity, effort, and scope. As such, strategic collaboration with central human resources is required to ensure unit-specific policies are approved by senior executive leadership and are compliant with federal, state regulations or other agency compliance obligations.

### Job Summary

Directly reporting and accountable to the Senior Associate Athletics Director of Business Affairs, the Associate Athletics Director (AD) of Human Resources is also accountable to the university's chief human resources officer for administering all unit human resources activities within the scope of approved university and unit-specific policies and compliance obligations.

The Associate AD, Human Resources is a key member of the unit's leadership team, responsible and accountable for planning, directing, managing, and controlling unit human resources programs that provide strategic and operational services to employees to improve the workforce and positively influence organizational performance and results. Responsible for building relationships and increasing the internal and external reputation.

Provides strategic and operational recommendations to unit's senior leadership regarding projects of significant impact to the unit's strategic mission; leading those projects through effective collaboration with internal and external stakeholders and constituents.

Accountable for collaborating with central human resources ensuring alignment with both university and unit-specific policies. Monitors and takes appropriate corrective actions to ensure compliance with university and unit-specific policies, Federal, State, or other governing regulatory and compliance obligations.

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## **Auburn University Job Description Essential Functions**

### ***General Human Resources Management***

1. Responsible for the strategic direction and operational management of the unit's human resources function and staff. Ensures effective recruitment and selection processes, well-informed and compliant pay administration, new-hire onboarding orientations, off-boarding, investigation and resolution of sensitive employee relations issues, targeted staff learning development and training, as well as timely and effective performance management administration. Provides consultative guidance to unit leadership.
2. Responsible for developing, implementing, and monitoring compliance with unit-specific policies and procedures necessary for the unit to effectively and efficiently achieve its goals, objectives, and compliance obligations. Collaborates with central human resources to maintain administrative consistency and compliance with both university and unit-specific policies, procedures, and practices.
3. Proactively identifies and analyzes complex problems, evaluates, consults and resolves efficiently and effectively; ensures solutions are consistent across the diverse employee groups within the unit. Develops and presents recommendations to unit leadership, and as appropriate to central human resources management, regarding new or existing university and unit-specific human resources programs, policies, procedures, practices, and guidelines.
4. Develops and analyzes metrics, identifying trends and developing solutions, programs, and policies to increase efficiency and effectiveness of the unit.

### ***Workforce Planning:***

5. Responsible for planning, managing, and administering the unit's current and future human resources budgets – meeting the unit's future staffing requirements that may include retirement forecasting, staffing competencies, skills and professional development requirements. Provides support and insight for workforce and succession planning for varied positions within the unit.
6. Collaborates with unit leadership, unit budget authority, and as appropriate, central human resources, to identify and plan for the development of and acquisition of the qualifications and work attributes necessary to achieve the unit's short-term, mid-term, and long-term goals -- Identifying skill complements and job design commonalities between target positions and potential feeder positions. Maintains summary of skill sets and interest resumes of incumbents, identifying potential obstacles regarding the organization's readiness to address skill gaps and training needs.

### ***Employment and Selection:***

7. Oversees and develops unit-specific internal policies and procedures for recruitment and selection process for new hires ensuring compliance with university and unit-specific policies, procedures, and Federal regulations. Through self and subordinate staff actively participates in the legally compliant recruitment and selection process of all unit vacancies from job posting to final candidate selection. This includes the development of staffing plans, candidate screening, search committees, behavioral interviews, obtaining references, and developing salary offers in collaboration with the hiring supervisor and university Compensation & Classification.
8. Coaches supervisors in recruiting and hiring best practices. Reviews declined offers and works with supervisors and management to understand the reasons behind offer declinations and candidate counter-offers.

### ***On-boarding and Off-boarding***

9. In collaboration with AU central human resources, oversees employee onboarding and off-boarding processes, ensuring timely and effective on-boarding and off-boarding experiences.
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## **Auburn University Job Description**

Trains unit staff on on-boarding and off-boarding processes.

10. Creates and develops the unit's onboarding and off boarding experience. Builds unit-wide programs that support employees entering and leaving the unit. Conducts exit interviews and utilizes turnover data to advise leadership on employee engagement and retention efforts.

### ***Performance Management***

11. Proactively monitors and addresses performance concerns through regular check-ins with managers and supervisors, coaching supervisors in appropriate communication (verbal and written) with employees regarding concerns.
12. Reviews departmental performance rating trends and provides education and training to improve overall performance outcomes. Correlates performance ratings to merit increase budget to develop a pay for performance culture. Ensures individual performance ratings correlate to any employee relations issues and correct if needed.
13. Plans and administers and communicates with supervisors in the performance management process. Establishes internal deadlines in support of the university's performance review program. Reviews appraisals prior to presenting to the employee to ensure fair, consistent, and non-discriminatory practices. Oversees and directs supervisors in the performance management process; reviews performance evaluations for clarity and appropriateness of documentation.

### ***Learning Development and Training***

14. Develops and implements both university sponsored and unit-specific programs related to training and development. Develops a training schedule as appropriate, and through oneself or others delivers training to supervisors and employees. Receives feedback from unit leadership and employees on success of training and alters plans accordingly.
15. Coordinates and collaborates with Human Resources Development in support of employee development. Assists in facilitating and identifying employee training. Works with managers in effectively using management tools and skills designed to improve performance.

### ***Employee Relations and Engagement***

16. Advises supervisors and managers on employee relations issues to resolve concerns while providing courses of action and/or appropriate decisions. Provides employee relations coaching and guidance to supervisors and managers in the handling of employee performance issues, and with guidance from central Employee Relations on corrective counseling, and performance improvement plans. Participates in unemployment hearings as appropriate.
17. Leads engagement efforts of employee reward and recognition programs including participation in University Human Resources recognition programs. Works with managers and supervisors in effectively using management tools and skills designed to recognize high performance through university and unit-specific recognition programs, i.e. Spirit of Excellence Award, etc.

### ***Compliance***

18. In partnership with University Human Resources department, ensures compliance with both university and unit-specific policies, procedures, practices, as well as federal and state regulations for consistency in the application of policies throughout the unit.
  19. Partnering with the unit's leadership and University Human Resources, works on large-scale human resources projects to ensure compliance with human resources and/or university policies, procedures, practices, as well as federal and state regulatory compliance.
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20. Directly accountable for ensuring administrative consistency in the application of both university and unit-specific policies throughout the unit. Also responsible for additional regulatory and/or government compliance obligations during the routine execution of programs within the unit (e.g. NCAA).
21. Maintains working knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance.
22. Effectively communicates the unit's and university's federal and state regulatory and compliance obligations.

### ***Athletics and Sports Administration***

23. Works in conjunction with the Executive Deputy Director of Athletics and university general counsel to execute contracts for departmental personnel.
24. Attends athletic functions during an academic year. May travel with a sports team on away game trips when necessary.
25. Maintains non-traditional work hours (i.e. before 7:45 a.m., after 4:45 p.m., and weekends) in order to meet the needs of a complex and fast-paced industry.
26. Serves as a Sports Administrator which includes, but is not limited, to 1) Assists in building Athletics leadership's supervisors' and managers' awareness of federal, state, and appropriate NCAA regulatory compliance obligations in all areas; 2) Reviews and manages operating budgets for areas of direct responsibility; and 3) Builds relationships with Athletics leadership, central human resources, coaches, staff, and campus partners to improve work relationships, increase productivity, and morale.

### ***Designated Human Resources Liaison***

27. Serves as the Designated Human Resources Liaison (HRL) with University Human Resources. Attends and participates in University Human Resources HRL meetings. Participates in administrative staff meetings and attends other meetings as needed to provide guidance and direction on human resources related issues. Represents the unit on university-wide committees. Serves as primary contact to disseminate central and unit-specific human resources information to the unit. Stays abreast of university communications and partners with employees, supervisors, and managers to communicate various university and unit-specific policies, procedures, practices, as well as changes in federal and state regulations.
28. Serves as an advisor and liaison between supervisors and employees. Routinely provides direction on a variety of complex human resources issues and concerns; presenting information regarding sensitive situations and developing recommendations for resolution to unit and central human resources leaders.
29. Provides support, insight, and resources to University Human Resources regarding new and existing university programs, policies, and processes. Assesses the effectiveness of university policies and programs ensuring that goals and objectives are met.

### ***Compensation and Classification***

30. Collaborates with supervisors, managers, and UHR Compensation & Classification in evaluating new or modified organizational structures, developing new or modified position descriptions, job titles, pay grade allocations and developing well-informed pay recommendations.
  31. Provides guidance to managers and supervisors regarding the university's compensation infrastructure, including policies, procedures, and practices in the development of well-written job descriptions, job content value determinations, pay grade structures design and use, merit increase guidelines and making well-informed pay decisions using the university's Pay Evaluator®. Responsible for planning, communicating and administering the annual merit increase opportunity program and the job family promotion program.
  32. Meets with unit leadership to develop staffing plans and organizational and/or classification changes. Reviews organizational and classification plans with UHR Compensation & Classification to facilitate the planning of timely and effective delivery of services.
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33. Reviews and approves employee, job, and position actions, including pay decisions, and other human resources personnel pay actions in accordance with University Human Resources and unit-specific policy and procedures.

### **Employee Communication, Confidentiality, and Records**

34. Participates in the communication and administration of benefits, payroll and records management within area of responsibility.
35. Provides timely and accurate information and documentation pertaining to employee personnel status, position, and pay actions to be included in the official employee file within the university human resources systems.
36. Practices appropriate safeguards for and the confidentiality of employee information.

## 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.

*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

	<b>Minimum</b>	<b>Focus of Education/Experience</b>
<b>Education</b>	Four-year college degree	Degree in Business Administration, Human Resources, Management, Industrial/Organizational Psychology or related field. <b>Highly desirable:</b> Master's, J.D. or Ph.D. in directly related discipline.
<b>Experience (yrs.)</b>	7	7 or more years of demonstrated experience: <ul style="list-style-type: none"><li>• at professional level (FLSA exempt), and</li><li>• progressively-responsible success,</li><li>• where the jobs' primary role was HR management,</li><li>• in multiple of the following human resources functional areas:<ul style="list-style-type: none"><li>○ Employment</li><li>○ Compensation</li><li>○ Benefits</li><li>○ Employee relations</li><li>○ Learning &amp; development</li><li>○ Organizational development, and culture management.</li></ul></li></ul>

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## **Auburn University Job Description**

### **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 gained from having had responsibility and accountability for building and implementing human resources programs in support of complex operational requirements. Additional knowledge of human resources policies, practices, precedents and laws as gained through a combination of education and experience.

Ability to travel with a sports team on away game trips when necessary.

### **Certification or Licensure Requirements**

Certification in one of more human resources functional areas from a recognized professional association is desired.

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## **Physical Requirements/ADA**

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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.

Ability to see information in print and/or electronically.

Date: 2/6/2023

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