
Auburn University Job Description

Job Title:	Dir, Dev Talent Mgmt	Job Family:	No Family
Job Code:	AD50	Grade 38:	\$78,900 - \$131,600
FLSA status:	Exempt		

Job Summary

Reporting to the Associate Vice President for Advancement Services, the Director of Development Talent Management supports succession planning, high potential development, assessment, learning and coaching processes for the university's Development professionals, as well as general human resources administration for the Office of Development. Managing within a complex matrix organizational structure, effectively collaborates with Office of Development leadership as well as academic leaders across all Schools, Colleges, and a variety of units in the delivery of strategic Development talent initiatives. This job also provides professional and strategic human resources services to departmental employees, who are located within assigned academic and outreach units, in the areas of employment, compensation, employee relations, organizational and human resources development, with the result of positively influencing organizational performance and results without regard to such human qualities as race, gender, ethnicity, physical ability, nationality, age, religion, sexual orientation.

Essential Functions

1. **Talent Management (25%)** - Partners with Development leadership as well as university leadership at the constituency level to design, implement and administer development workforce planning, talent acquisition, onboarding, and retention strategies, as well as talent development and succession planning programs that result in a sustainable Development talent pipeline and feeder pool to ensure meeting future workforce needs.

Designs and implements recruiting programs and processes that attract, select and retain a qualified, diverse workforce through technology and social networking tools, as well as traditional sourcing techniques and advancement professional organizations, such as CASE and AGB.

Deploys succession and high-potential identification and development programs that ultimately increase readiness and success rate of individuals identified as having the potential to assume broader Development positions or positions at a more senior leadership level.

Programs also should ensure that high potential talent identification and development practices drive a more diverse and inclusive, multicultural workforce.

2. **Employee Relations (20%)** - Advises development supervisors and managers across campus on employee relations issues to resolve concerns while providing courses of action and/or appropriate decisions. Provides employee relations coaching and guidance to Development supervisors and managers in the handling of employee performance issues; provides guidance, with input from central Human Resources, on corrective counseling and performance improvement plans.

Acts as a liaison between Development employees and University Human Resources. Investigates and resolves employee concerns, potential policy violations, and other unusual issues. Collaborates as needed with University Human Resources regarding Employee Relations matters. Researches and gathers background information on a variety of topics. Compiles information and prepares reports, letters, memos, and job-related documentation of a confidential nature. Creates and runs queries and analyzes HR-related data.

3. **Human Resources Management (20%)** - Provides professional and strategic human resources services within the Office of Development's human resource functions, including talent acquisition, onboarding, organizational development, training and development, compensation, benefits,
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Auburn University Job Description

employment, employee relations, and payroll, in compliance with University policy and departmental procedures and processes without regard to such human qualities as race, gender, ethnicity, physical ability, nationality, age, religion, or sexual orientation.

Interprets HR policies, procedures, and practices and investigates complex or unusual issues, collaborating with University Human Resources as necessary while maintaining compliance with all federal and state laws and regulations including, but not limited to ADA, FLSA, EEOC, Title VII of the Civil Rights Act of 1964, FMLA, Age Discrimination in Employment Act, USERRA, Title IX, and Equal Pay Act. Stays abreast of relevant regulatory changes in order to maintain compliance.

4. **Talent Initiatives Assessment (10%)**- Manages assessment of Development learning and coaching programs in alignment with business needs and externally recognized best practice approaches.

Supports the design and implementation of Key Performance Indicators (KPIs) to determine the impact of talent initiatives; partners with campus constituency leadership and UHR/Human Resources Development unit to evaluate effectiveness and feedback, and adjusting programs accordingly (i.e., Balanced Scorecard).

5. **Performance Management (10%)** - Oversees and directs supervisors and managers in the performance management process, reviews evaluations as requested and works with managers in effectively using management tools/skills designed to improve performance. Assists in facilitating and identifying employee training.
6. **Organization, Jobs, and Staffing (10%)** - Partners with Development supervisors and managers, and UHR Compensation & Classification, to evaluate organizational structures, develop new or modified position descriptions, and provide recommendations regarding staffing. Provides guidance to management regarding the employment process, including ensuring compliance with all search committee processes, facilitating hiring decision discussions, promotion recommendations, and finalizing and extending salary offers, as assigned.
7. **Designated HR Liaison (5%)** - Serves as the designated liaison with AU's central Human Resources. Participates in administrative staff meetings and attends other meetings as needed to provide guidance and direction on human resources related issues. Provides development and oversight of onboarding and termination process for employees leaving the department.
8. This position supervises one Human Resources Generalist employee, providing coaching, training, evaluating, and making or recommending pay, promotion or other employment decisions.

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.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Human Resources, Management, Business Administration, Employment, Change Management, Industrial /Organizational Psychology or relevant field.
Experience (yrs.)	10	10 years of directly related human resources experience as an HR leader in a complex organizational environment. 5 years of which must be demonstrated success directly managing people and processes. 7 years of the 10 years, must be within internal talent management and/or human capital consulting experience with strong knowledge and working experience with talent management, organizational development, performance management, and change management practices. 3 years of the above 7 years requirement must be having direct responsibility in employee relations

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

Certification or Licensure Requirements

Holding current certification from a recognized professional association is required in one or more of the following professional areas:

1. Learning and Development
2. Human Resources Management
3. Talent Acquisition

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, handling objects with hands, and lifting up to 10 pounds.

Auburn University Job Description

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

Date: 3/17/2020

