Auburn University Job Description

Job Title: Mgr, Human Resources
Job Code: EB02
FLSA status: Exempt

Job Summary
Provides human resources management for a school/college/department including planning, developing, implementing, directing, and evaluating human resources programs and services and advising senior administration on policy issues.

Essential Functions

1. Advises and informs senior administration officials regarding current HR policies, procedures, programs and other critical policy issues, and recommends changes/improvements with supporting data for management decision-making.
2. Administers human resource policies on a day-to-day basis and ensures compliance with all applicable laws and regulations and works collaboratively with legal counsel to resolve human resources related issues.
3. Manages the HR function, integrates HR plans, and assesses the effectiveness of HR policies and procedures to support school/college/department goals.
4. Assesses the effectiveness of HR policies and programs and oversees the HR budget/resources for their respective department.
5. Serves as liaison between employees and senior administration, balancing management interests with employee advocacy and works with managers and supervisors to solve problems and assist them in carrying out their HR-related responsibilities.
6. Trains and advises supervisors and managers on issues related to human resource management.

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

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Degree</td>
<td>Four-year college degree</td>
<td>Degree in Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field</td>
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| Experience (yrs.) | 5 | Experience in human resources management including employment, staff development, and/or classification and compensation |

Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge
Knowledge of human resources policies, practices, precedents and laws.

Certification or Licensure Requirements
None Required.

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, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, .

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

Date: 1/4/2012