
Auburn University Job Description

Job Title: **Dir, Human Resource Dev**

Job Family: No Family

Job Code: **EB12**

Grade 38: \$78,900 - \$131,600

FLSA status: Exempt

Job Summary

Develops and conducts training, development, and orientation programs for the University.

Essential Functions

1. Reviews, evaluates, and makes recommendations regarding Human Resource Development policies, procedures, programs, and budget.
2. Develops and facilitates new employee orientation and other training programs.
3. Determines, designs, and delivers appropriate organizational interventions for University units.
4. Measures and evaluates training and development by compiling, maintaining, and providing data and reports concerning Human Resource Development programs and interventions.
5. Manages and coordinates special projects.
6. Assists University employees and supervisors with training and development decisions and actions.
7. Provides policy direction for and oversight of the employee educational improvement benefits and the university's performance management system.
8. Manages the learning function through coordination of training and development resources, marketing programs, and human resource development functions; oversight of the learning management system; and assistance to other university trainers and training/development projects.

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

| | <u>Minimum</u> | <u>Focus of Education/Experience</u> |
|--------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Education | Four-year college degree | Degree in Human Resources, Management, Business Administration, Industrial/Organizational Psychology, Education or related field |
| Experience (yrs.) | 7 | Experience in the direction and management of staff development programs |

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 related to performance review and employee development. Knowledge of staff development techniques and strategies.

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.

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.

Job frequently requires sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, reaching, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

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

Date: 1/3/2012
