
Auburn University Job Description

Job Title:	Dir, Employee Relations	Job Family:	No Family
Job Code:	EB13	Grade 38:	\$78,900 - \$131,600
FLSA status:	Exempt		

Job Summary

Directs employee relations programs including the employee assistance and employee recognition programs for the University.

Essential Functions

1. Counsels employees, supervisors, and administrators regarding job related problems and concerns; recommends courses of action for resolution of problems and concerns.
2. Reviews and evaluates policies and procedures and makes recommendations to Asst. Vice President for Human Resources.
3. Directs the management of unemployment claims and represents the University at employment appeal hearings.
4. Manages the University grievance process.
5. Oversees employee assistance programs including budget development.
6. Monitors labor relations activities and the lay-off procedure.
7. Coordinates University recognition program.

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 or related field
Experience (yrs.)	7	Experience in the direction and management of employee relations services

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 employee assistance and recognition.

Certification or Licensure Requirements

None Required.

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.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, .

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

Date: 1/3/2012
