

---

## Auburn University Job Description

Job Title: **Dir, ACES Human Resources**

Job Family: No Family

Job Code: **EB16\***

Grade 36: \$59,700 - \$99,600

FLSA status: Exempt

---

### Job Summary

Serves as Chief Human Resources Officer for employees of Alabama Cooperative Extension Systems (ACES) 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 regarding current HR policies, procedures and programs, policy issues, as well as recommends changes/improvements and provides 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 Auburn University and Alabama A&M policies.
3. Advises and/or trains managers and supervisors on problem resolution and their HR-related responsibilities and serves as liaison between employees and senior administration, balancing management interests with employee advocacy.
4. Collaborates with legal counsel to resolve employee complaints and issues.
5. Reviews, improves, and authorizes Independent Contractor processes for ACES.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*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

	Minimum	Focus of Education/Experience
Education	Four-year college degree	Degree in Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field
Experience (yrs.)	6	Experience in the direction and management of human resources services to include 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 walking, sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, reaching, and lifting up to 25 pounds.

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

Date: 1/3/2012

---