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## Auburn University Job Description

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

Job Family: No Family

Job Code: **EB37**

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

FLSA status: Exempt

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### Job Summary

Reporting to the Executive Director, Campus Relations, responsible for engaging Human Resources Liaisons, across campus, in aligning Human Resources services, processes, tools and information, to effectively carry out their roles in the designated business units. Consults with Human Resources Liaisons to identify paths to resolution on human resources-related issues. Working closely with the Liaison team, this position is responsible for communicating needs proactively with our HR department and Human Resources Liaisons, seeking to develop integrated solutions. Cultivates effective partnerships across the HR function campus-wide to deliver value-added service to Liaisons that facilitate Human Resources and University objectives. The functional accountability of influencing the effective and consistent behaviors of both HR Liaisons and Central HR Department staff is fundamental to this role.

### Essential Functions

1. Provides guidance to HR Liaisons in all Human Resources related functions; conducts regular meetings with HR Liaisons to proactively identify and analyze solutions to effectively carry out their roles as HR Liaisons; provides guidance to Liaisons concerning policy interpretation and implementation.
  2. In partnership with AU's central human resources and HR Liaisons, researches, clarifies, and/or recommends various roles of HR Liaison service delivery across campus, including but not limited to, financial liaisons, time-keepers, and hiring supervisors.
  3. Identifies training needs for HR Liaisons and collaborates with Human Resource Development Staff and Subject Matter Experts to develop cohesive and timely training.
  4. Refers employee relations issues to the Executive Director of Campus relations for investigation and resolution.
  5. Recommends metrics and analyzes trends developing solutions, programs, and policies to assist HR Liaisons with services to departments.
  6. Maintains working knowledge of legal requirements related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance; assists in building supervisor's and manager's awareness of federal and state compliance obligations in the administration of their human resource talent.
  7. Collaborates with Liaisons and Central HR to facilitate working relationships that serve the campus efficiently and effectively; ensures solutions are consistent across campus and within departments. Ensures that all HR Liaison advisory teams are appropriately active and engaged.
  8. Collaborates with HR Liaisons, researches, plans, configures, and implements and effective onboarding processes for non-faculty employees.
  9. Serves as the Subject Matter Expert representing the HR Liaisons group regarding the configuration, implementation and training for the applicant tracking system and the onboarding process.
  10. Identifies and recommends criteria by which Liaison success will be measured and, in conjunction with the Executive Director of Campus Relations, provides performance feedback to liaison supervisors.
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### **Supervisory Responsibility**

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*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>
<b>Education</b>	Four-year college degree	Degree in Human Resources, Management, Business Administration, Industrial/Organizational Psychology or relevant field.
<b>Experience (yrs.)</b>	7	Experience in human resources management including employment, staff development, employee relations, and/or compensation.

#### 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

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

#### Certification or Licensure Requirements

None Required.

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### 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 standing, walking, sitting, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

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

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

Date: 8/8/2017

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