
Auburn University Job Description

Job Title:	Human Resources Generalist II	Job Family:	No Family
Job Code:	EB48	Grade 32:	\$35,000 - \$58,400
FLSA status:	Exempt		

Job Summary

Under general supervision, administers a variety of human resources related programs and processes within one or more areas of Human Resources including, but not limited to, compensation, benefits, employment, employee relations, payroll, training and/or development which support the operational functions at a division level.

Essential Functions

1. Initiates and/or responds to inquiries concerning non-routine human resources programs within a variety of HR specialties including, but not limited to, compensation, benefits, employment, employee relations, payroll, training and/or development.
2. Interprets HR policies, procedures, and practices and investigates complex issues, obtaining information from higher-level HR staff and/or referring as appropriate. Provides guidance and support to employees and management on HR policies and procedures.
3. Coordinates human resources functions within the division such as performance evaluation, merit, reclassification, training and development, etc. Provides guidance to management regarding the employment process including providing direction to search committees, developing appropriate behavioral interview questions, identifying appropriate candidate evaluation methodology, and finalizing salary offers.
4. May initiate, coordinate, and approve human resources and payroll transactions. May oversee the work of administrative support staff relating to the completion of forms and meeting deadlines.
5. Coordinates and assists with the development of unit-specific human resources policies, procedures, and programs while maintaining compliance with all federal and state laws and regulations including, but not limited to, ADA, FLSA, EEOC, Title VII of the Civil Rights Act of 1964, FMLA, Age Discrimination in Employment Act, USERRA, Title IX, and Equal Pay Act. Stays abreast of relevant regulatory changes in order to maintain compliance.
6. Compiles information and prepares reports, letters, memos, and job-related documentation of a confidential nature. Creates and runs queries and analyzes HR-related data.
7. Acts as a liaison between employees or departments and University Human Resources. Investigates and resolves moderately-complex issues and employee concerns. Collaborates as needed with University Human Resources regarding Employee Relations matters.
8. Recommends process improvements that align with the University's strategic plan in order to streamline processes, eliminate outdated programs and processes, and create efficiencies.
9. Promotes inclusion and diversity through specific human resources programs such as recruitment and employment activities.
10. Performs other related duties as assigned.

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>
Education	Four-year college degree	Bachelor's degree - no specific discipline.
Experience (yrs.)	2	Experience in 2 or more areas of human resources management including compensation, benefits, employment, employee relations, payroll, training and/or development.

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 and ability to perform human resources activities, such as writing effective job descriptions, drafting policies and procedures, evaluating and applying market data, counseling and guiding employees, investigating and resolving employee relations issues. Ability to analyze and present information and maintain accurate records.

Demonstrate excellent oral and written communication in daily interactions. Proven ability to clearly articulate complex ideas.

\Proficiency in computer applications. Solid knowledge of various database and software programs.

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, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

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

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

Date: 4/9/2019
