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## Auburn University Job Description

Job Title:	<b>Mgr, Facilities Human Resources</b>	Job Family:	No Family
Job Code:	<b>EB64</b>	Grade 35:	\$51,900 - \$86,400
FLSA status:	Exempt		

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### Job Summary

Reporting to the Human Resources Department Head for Auburn University's Facilities Management division, the Manager, Facilities Human Resources manages and administers Facilities Management overall employment processes: staffing, recruitment, and workforce planning strategies, and Facilities Management compensation processes: performance management, pay, merit, reclassifications, reorganizations, and Job Family processes ensuring policies and procedures are aligned with Central Human Resources.

### Essential Functions

1. Formulates, recommends, and implements procedures, programs, and initiatives regarding Facilities Employment and Compensation aimed at improving management and compliance within the division as well as increasing the level of customer service offered to the division's workforce by the Facilities Management Human Resources department.
  2. Oversees and manages Facilities Management recruitment processes and activities that support a highly skilled, diverse, and professional workforce including but not limited to full-time, part-time, student, TES, and graduate assistant positions. Monitors the effectiveness of internal employment processes, procedures as well as training hiring managers on legal hiring practices, interview techniques and providing consultation on best practices. Provides oversight for all job postings, recruitments, application reviews, interview processes, and selected candidate materials.
  3. Partners with Facilities Management department heads to evaluate organizational structure and provide recommendations regarding staffing. Oversees reclassification processes for division including but not limited to filled and vacant reclassifications, promotions, and departmental reorganizations. Provides oversight for the Facilities Management position management of the division and stays abreast of the vacant, filled, funded, and unfunded positions within each directorate and department. Collaborates with Central Human Resources to ensure policies and procedures are aligned.
  4. Oversees and manages all Facilities Management processes for performance review (annual, planning, & mid-year), job family promotions, merit increases, and one-time supplements. Collaborates with departmental managers and supervisors to ensure accurate and timely completion of processes and materials, reviews materials, and works with managers and supervisors in effectively using tools and materials provided to them. Conducts training for leadership, managers, and supervisors on materials, resources, and best practices. Continuously gathers feedback used to design and implement initiatives to improve the level of consistency, accuracy, and customer service throughout processes.
  5. Develops and implements projects and initiatives aimed at enhancing the division's ability to accurately and effectively participate in workforce planning, as well as working with Facilities Human Resource Department head to collect and analyze employment metrics and processes and make suggestions on improvements working to streamline and improve customer service.
  6. Supervises multiple Human Resources Generalists and student employees within the department. Serves in the capacity of leadership back-up in absence of the Facilities Management Department Head.
  7. Performs other duties as assigned including HR projects throughout the year.
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### **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>
<b>Education</b>	Four-year college degree	Degree in Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field.
<b>Experience (yrs.)</b>	5	At least 5 years of experience in human resources. Preferable experience would be in 2 or more of the following HR specialty areas: recruiting/staffing, compensation, performance management, and/or workforce planning.

#### **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.

Working knowledge of various employment laws and regulations including but not limited to Equal Employment Opportunity, Americans with Disabilities Act, Age Discrimination in Employment Act, Americans with Disabilities Act, HIPPA, FLSA, etc.

Expert level of knowledge on standard recruitment and selection processes including interview best practices, acceptable reasons for selection, etc. to ensure division stays in compliance of various laws listed above. Level of knowledge should be to an extent that supports training of division on these topics. Fully knowledgeable on job classification best practices as it relates to succession planning, workforce development, and career planning within an organization.

Fully knowledgeable on performance management best practices with the ability to train and advise individuals throughout the complete performance management process.

Highly preferred: Expert level of knowledge on University employment, performance management, pay, merit, promotion, and/or reclassification processes.

#### **Certification or Licensure Requirements**

Non 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 sitting, talking, hearing, and lifting up to 10 pounds.

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## **Auburn University Job Description**

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 25 pounds.

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

Date: 5/14/2021

