AUBURN
Human Resources

Spec I, Employee Relations

Job Description

JOB INFORMATION

Job Code	EB03A
Job Description Title	Spec I, Employee Relations
Pay Grade	HR07
Range Minimum	$45,750
33rd %	$54,900
Range Midpoint	$59,480
67th %	$64,050
Range Maximum	$73,200
Exemption Status	Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	11/14/2024 12:24:15 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Employee Relations

JOB SUMMARY

The Employee Relations Specialist supports the administration of employee relations, workplace investigations, and HR compliance activities. The role provides guidance to employees and managers, manages assigned investigations and casework, and assists with the administration of employee relations programs and processes. Working in partnership with HR leadership and other university offices, the Specialist helps ensure workplace matters are addressed consistently, objectively, and in accordance with applicable policies and legal requirements.

RESPONSIBILITIES

- Employee Relations Support: Serves as a point of contact for employees and managers on a broad range of workplace matters. Provides guidance on policies, procedures, performance concerns, corrective action, conflict resolution, and workplace best practices. Assists with resolving employee concerns and promotes consistent, fair, and equitable application of university policies.
- Workplace Investigations: Assists with managing assigned employee relations investigations, including planning the investigation, gathering and analyzing information, conducting interviews, assessing evidence, documenting findings, and preparing reports or recommendations. Coordinates with HR leadership, legal counsel, and other university offices as appropriate. Maintains complete, accurate, and confidential case records in HR case management systems and helps ensure investigations are timely, objective, and impartial.
- Program and Process Administration: Assists with the administration of employee relations and HR compliance programs and processes, which may include leave administration, unemployment claims, drug testing, grievance and disciplinary matters, employee programs, litigation holds, and related case tracking. Coordinates documentation, communications, timelines, and follow-up activities to support accurate, timely, and consistent administration.
- Policy and Regulatory Compliance: Supports compliance with federal, state, and local employment laws and university policies. Assists in identifying potential compliance concerns, researching requirements, reviewing practices, and developing or revising policies, procedures, guidance, and documentation. Escalates significant issues and partners with appropriate stakeholders to support effective resolution.
- Training and Advisory Support: Assists in developing and delivering training and resources on employee relations, investigations, policy compliance, conflict resolution, documentation, and effective workplace communication. Provides practical guidance to managers and employees and identifies when matters require additional review or escalation.
- Collaboration and Continuous Improvement: AssistsHR colleagues, university leaders, legal counsel, and other institutional partners on employee relations matters and workforce initiatives. Develops and maintains

RESPONSIBILITIES

	tools to track employee relations data, identify trends, and support reporting and informed decision-making. Reviews case trends and operational needs, recommends improvements, supports reporting and recordkeeping, and contributes to projects and committees that promote a fair, consistent, and compliant work environment.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No specific discipline required. Degree in Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field preferred.	and	0 years of	experience in HR, employee relations, or a related field; experience in a higher education or similar environment preferred.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of employment laws, policies, and best practices, with familiarity in conflict resolution and case documentation.	
Strong written and verbal communication skills, with the ability to handle confidential and sensitive matters with professionalism.	
Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and experience with HR Case Management Systems such as Maxient and EthicsPoint preferred.	
Strong organizational skills, attention to detail, and the ability to prioritize tasks in a fast-paced environment.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions		X				
Eye/Hand/Foot Coordination		X				

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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