

JOB INFORMATION

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| Job Code | EB18 |
| Job Description Title | Dir, HR&Strategic Partner Init |
| Pay Grade | HR14 |
| Range Minimum | \$93,990 |
| 33rd % | \$122,190 |
| Range Midpoint | \$136,290 |
| 67th % | \$150,380 |
| Range Maximum | \$178,580 |
| Exemption Status | Exempt |
| Approved Date: | 1/1/1900 12:00:00 AM |
| Legacy Date Last Edited | 10/23/2012 |

JOB FAMILY AND FUNCTION

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|---------------|----------------------|
| Job Family: | Human Resources |
| Job Function: | HR Business Partners |

JOB SUMMARY

Directs and oversees the human resources and strategic initiative functions of the ACES Business Office.

RESPONSIBILITIES

- Advises senior administration of current human resources policies, procedures, programs, and policy issues, provides recommendations for improvement, and provides data to be utilized in decision making processes.
- Administers human resources policies and ensure legal compliance and compliance with the policies of Auburn University and Alabama A&M University.
- Advises and/or trains managers and supervisors on problem resolution and other HR-related responsibilities, and serves as liaison between employees and senior administration.
- Consults and collaborates with legal counsel to resolve employee complaints and other issues.
- Provides support to ACES administrators in the development and implementation of strategies aimed at growing programs through various funding sources.
- Assists administrators in the development of new and existing funding sources, program and training activities for faculty and staff grant preparation, and funded projects implementation.
- Assists in promoting ACES through increased visibility, relationship building with target audiences, and increasing staff availability of marketing materials, information, and templates.
- Serves as the student learning coordinator for ACES.

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

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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. |
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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 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 | In Business Administration, Human Resources, or related field | and | 5 years of | Experience in human resources management and supervision. |

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| Substitutions Allowed for Experience | Yes |
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Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

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| Knowledge of human resources policies, practices, and laws, fundraising techniques, contracts and grants administration, and University policies and procedures. |
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MINIMUM LICENSES & CERTIFICATIONS

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

PHYSICAL DEMANDS & WORKING CONDITIONS

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|----------------------------|-------|
| 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 | | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| 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.