
Auburn University Job Description

Job Title:	Mgr, Employee Relations	Job Family:	No Family
Job Code:	EB20	Grade 36:	\$59,700 - \$99,600
FLSA status:	Exempt		

Job Summary

Provides advice and counsel to managers and employees on a variety of employee relations and/or labor relations and management issues; manages employee recognition programs, FMLA claims process, unemployment claims process and oversees drug testing process.

Essential Functions

1. Advises and counsels managers and supervisors regarding current HR policies, procedures, programs and employment laws; recommends changes/improvements with supporting data for management decision-making.
2. Assist the Employee Relations Director with investigating employee relations issues, i.e. employee complaints, alleged misbehavior and/or violation of work rules, policies and /or regulatory requirements and makes recommendations to resolve issues in accordance with company policies, practices and procedures.
3. Manages the Employee Recognition Programs; ensures all communications, awards, vendors, etc. are planned timely and carried out effectively within budget.
4. Manages FMLA claims; serves as point of contact assisting employees on the administration of their FMLA claims rights and responsibilities.
5. Manages the unemployment insurance processes; reviews liability reports, monitors program costs, recommends policy changes and attends hearings in person and via phone.
6. Oversees pre-employment, random and reasonable suspicion drug testing and maintains a working relationship with the local medical clinics for testing and program completion.

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>
Education	Four-year college degree	Degree in Business Administration, Human Resources, or related field.
Experience (yrs.)	5	Experience in human resources with an emphasis on employee relations.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

Knowledge of human resources policies, practices, precedents, and laws related to employee assistance and recognition

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires walking, sitting, reaching, talking, hearing, handling objects with hands,

Job occasionally requires standing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 3/22/2018
