

JOB INFORMATION

Job Code	EB20
Job Description Title	Mgr, Employee Engagement & Programs
Pay Grade	HR12
Range Minimum	\$73,610
33rd %	\$93,240
Range Midpoint	\$103,050
67th %	\$112,870
Range Maximum	\$132,500
Exemption Status	Exempt
Approved Date:	1/7/2025 11:52:43 AM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Employee Relations

JOB SUMMARY

The Manager of Employee Engagement and Programs oversees the development, implementation, and management of Employee Relations (ER) programs and Employee Recognition initiatives. This role is key in fostering a positive organizational culture by designing policies that enhance employee satisfaction and compliance. The position also manages essential HR functions, including the employee drug testing process, FMCSA program, FMLA administration, and unemployment administration, while serving as the Title IX Deputy Coordinator for HR. Additionally, the Manager oversees the University's Hardship Fund and maintains lactation locations across campus.

RESPONSIBILITIES

- Lead the development and management of Employee Engagement programs to align with organizational objectives and ensure compliance. Collaborate with cross-functional teams on Layoff and Reduction in Force processes, including reorganizations and new job creations, while ensuring clear communication and adherence to guidelines. Work with the Compensation and Classification team on merit review allocations for fair ratings. Serve on university committees, including the University Threat Assessment Team, contributing expertise and maintaining the "do not rehire" list.
- Oversees the administration of the employee drug testing program, including pre-employment screenings, random testing for safety-sensitive positions, and reasonable suspicion testing. Maintains and manages relationships with local medical clinics, drug testing vendors, and FMCSA representatives to ensure adherence to federal regulations. Supervise the administration of mandatory electronic queries for all regulated and non-regulated employees through the FMCSA Clearing House.
- Strategically plan and execute Employee Recognition Programs, supervising event coordination and maintaining vendor relationships for successful execution. Supervise the Employee Relations Specialist in event coordination, certificate preparation, and distribution of recognition materials. Manages and track associated budget.
- As the primary liaison for FMLA, ensure compliance with regulations and facilitate employees' return to work in collaboration with departmental leaders. Coordinate with employees, supervisors, and medical providers to manage leave requests and accommodations effectively.
- Manage other employee specific programs and policies such lactation locations, University's Hardship Fund, employee recognition programs, and more. Serves as the primary contact for programs and ensures programs follow university policy and procedure.
- Manage the unemployment claims process for the University, representing the institution at hearings and defending its interests with professionalism and legal precision. Ensure timely reporting of potential fraud cases and take appropriate action. Serve as the liaison between the University and the State of Alabama's unemployment office, as well as internal stakeholders, coordinating with various departments to gather the necessary documentation. Consult with legal counsel to prepare for hearings and ensure all communications are clear, consistent, and aligned with University policies and legal obligations.

RESPONSIBILITIES

- Serve as Deputy Title IX Coordinator for Human Resources, acting as a liaison between AU HR and the Title IX/AA/EEO department regarding employee sanctions and disciplinary actions. Participate in the Sexual Assault Prevention and Response task force by attending monthly meetings and contributing to sub-committees. Act as a mandatory reporter by notifying Title IX/AA/EEO of any reports of sexual harassment or misconduct. Assist in handling complaints, conducting investigations, and providing Title IX training within the HR department.
- Oversee the tracking of all cases in Maxient. Generate detailed reports and provide metrics as required for informed decision-making.
- Serve as the primary contact for legal hold notifications from the General Counsel Office, ensuring all relevant individuals and departments are informed of their responsibilities. Upload legal hold forms to a designated system and determine the scope of the hold, maintaining comprehensive records of all related actions. Oversee the release process of the litigation hold, ensuring data is returned to normal management processes, including deletion when necessary. Collaborate with the General Counsel's office on the Severance Process, managing employee explanations and termination codes. Act as a trusted advisor to Legal Counsel and HR partners on HR policies, procedures, programs, and employment laws.
- Proactively seek opportunities to enhance existing programs and processes, staying abreast of industry trends and best practices. Ensure the institution's full compliance with HR laws, policies, and procedures, making independent recommendations for improvements. Serves on various university committees to include the University Treat Assessment Team.

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	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	No specific discipline.	and	7 years of	Demonstrated experience working in an employee relations function and being directly responsible for conducting investigations, developing recommendations, and writing reports. At least two years of direct supervisory experience.

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Working knowledge of federal, state and local labor laws.	
Strong communication and interpersonal skills with diverse individuals, including current employees, faculty, administrators, AU leadership, and external stakeholders.	
Demonstrated success in building relationships with peers, functional partners and/or external partners to accomplish business objectives.	
Possesses the experience and skills to handle complex, high-risk items with minimal oversight.	

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		50 Ibs
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.