
Auburn University Job Description

Job Title: **Human Resources Generalist III**

Job Family: No Family

Job Code: **EB49**

Grade HR09 \$48,700 - \$82,800

FLSA status: Exempt

Job Summary

Under limited supervision, administers a variety of complex human resources related programs and processes within one or more areas of Human Resources including, but not limited to, compensation, benefits, employment, employee relations, payroll, training and/or development which support the operational functions at a division level.

Essential Functions

1. Provides advice and consultation to supervisors, managers, and department heads regarding human resources policies, procedures, and practices within a variety of HR specialties including, but not limited to, compensation, benefits, employment, employee relations, payroll, training and/or development. Provides recommendations for proactive human resources programs that support the unit and University objectives.
 2. Assists in the development or modification of HR programs based on unit objectives and feedback from employees and management. Interprets HR policies, procedures, and practices and investigates complex or unusual issues, collaborating with University Human Resources as necessary.
 3. Coordinates human resources functions within the division such as performance evaluation, merit, reclassification, etc. Provides guidance to management regarding the employment process including ensuring compliance with all search committee processes, facilitating hiring decision discussions, promotion and tenure recommendations, and finalizing and extending salary offers, as assigned. Develops, presents, and/or facilitates a variety of training programs for employees. Assists in the implementation of University-wide initiatives within the unit such as federal or state legal requirements.
 4. May initiate coordinate, and approve human resources and payroll transactions. May oversee the work of administrative support staff relating to the completion of forms and meeting deadlines. Represents the unit on departmental or campus-wide committees. May lead teams working on HR-related efforts.
 5. Coordinates and assists with the development of unit-specific human resources policies, procedures, and programs while maintaining compliance with all federal and state laws and regulations including, but not limited to, ADA, FLSA, EEOC, Title VII of the Civil Rights Act of 1964, FMLA, Age Discrimination in Employment Act, USERRA, Title IX, and Equal Pay Act. Stays abreast of relevant regulatory changes in order to maintain compliance.
 6. Researches and gathers background information on a variety of topics. Compiles information and prepares reports, letters, memos, and job-related documentation of a confidential nature. Creates and runs queries and analyzes HR-related data.
 7. Acts as a liaison between employees or departments and University Human Resources. Investigates and resolves employee concerns, potential policy violations, and other unusual issues. Collaborates as needed with University Human Resources regarding Employee Relations matters.
 8. Recommends and assists with implementation of process improvements that align with the University's strategic plan in order to streamline processes, eliminate outdated programs and processes, and create efficiencies.
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Auburn University Job Description

recruitment and employment activities.

10. Performs other related duties as assigned.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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.



Auburn University Job Description

Minimum Required Education and Experience

| | <u>Minimum</u> | <u>Focus of Education/Experience</u> |
|--------------------------|--------------------------|---|
| Education | Four-year college degree | Bachelor's degree - no specific discipline. |
| Experience (yrs.) | 4 | Experience in 2 or more areas of human resources management including compensation, benefits, employment, employee relations, payroll, training and/or development. |

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

- Sound knowledge of and ability to perform the functions of their specialty area(s).
- Ability to synthesize information, provide advice, and address needs independently.
- Advanced Knowledge of federal, state, local and University policies and regulations.
- Ability to conduct activities and make decisions according to ethical standards.
- Ability to analyze and present information and maintain accurate and detailed records.
- Proficiency in computer applications. Solid knowledge of various database and software programs.
- Ability to collaborate with technology professionals.
- Demonstrate excellent oral and written communication in daily interactions.
- Proven ability to clearly articulate specific information in area(s) of subject matter expertise.
- Proven ability to work independently and as part of a team.
- Complete tasks without immediate supervision. Work with senior leaders to accomplish goals.
- Ability to lead, train, and functionally supervise if needed.

Certification or Licensure Requirements

None Required

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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 sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, and lifting up to 25 pounds.

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

Auburn University Job Description

Date: 4/9/2019

