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## Auburn University Job Description

Job Title: **Mgr, ACES Human Res Admin**

Job Family: No Family

Job Code: **EB62**

Grade 35: \$51,900 - \$86,400

FLSA status: Exempt

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### Job Summary

Reporting to the Director of Human Resources and Strategic Partner Initiatives, the Manager of ACES Human Resources Administration provides professional human resources services to the Alabama Cooperative Extension System with over 600 full-time and part-time employees and 200 TES employees located throughout the state of Alabama. Manages and administers daily human resource functions for the approximately 200 non-tenure track faculty positions including employment, performance management, pay, merit, and promotion processes, and training on Human Resources policies, practices and applicable laws to help drive the organization forward. Provides guidance and coaching on various Human Resources functions to over 80 Extension supervisors.

### Essential Functions

1. Manages and administers daily human resource functions, including employment, performance management, pay, merit, and promotion processes, and training on Human Resources policies, practices and applicable laws. Formulates, recommends, and implements policies, procedures, programs, and projects for improved management and compliance in the ACES Human Resource Department. Serves in the capacity of leadership back-up in the absence of the Director.
2. With guidance from AU's central human resources department, partners with employees, supervisors and managers to communicate various human resources and/or university policies, procedures, practices, as well as changes in federal and state regulations.
3. Manages the non-tenure track faculty performance management process to include, but not limited to obtaining feedback, making recommendations for improvement, implementation of changes, and conducting training for both managers and employees on the performance evaluation tool. Coordinates feedback sessions to ensure continuous improvement for the review process.
4. Oversees and directs the non-tenure track faculty recruitment process to include, but not limited to preparing job postings, recruitment, and application review for non-tenure track faculty application packets. Oversees and directs supervisors throughout the entire recruitment process to provide coaching, training, and resources to ensure hiring managers are following university policies/practices as well as federal and state regulations.
5. Manages the ACES on-boarding process for non-tenure track faculty employees including coordinating and resourcing the bi-annual Foundations sessions on the Auburn University and Alabama A&M University campuses.
6. Advises, guides, and trains supervisors and managers on employee relations issues and the development and implementation of performance improvement plans. In partnership with the Director of Human Resources and Strategic Partner Initiatives, and input from University Human Resources, provides guidance on corrective action issues.
7. Supervises a Human Resource Generalist and students in the department.
8. Administers Civil Service retirement, including but not limited to preparing estimates, providing retirement counseling, and preparing and executing final retirement paperwork.
9. Performs other duties as assigned including HR projects throughout the year.

### Supervisory Responsibility

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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>
<b>Education</b>	Four-year college degree	Degree in Human Resources, Management, Business Administration, Industrial/Organizational Psychology or related field.
<b>Experience (yrs.)</b>	5	At least 3 years direct responsibility in Employee Relations plus 2 years experience in 2 or more of the following HR specialty areas: recruiting/staffing, compensation, performance management, training and development, benefits.

#### **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**

Knowledge of human resources policies, practices, precedents and laws.

#### **Certification or Licensure Requirements**

None Required.

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### Physical Requirements/ADA

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

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

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

Date: 3/27/2020

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