
Auburn University Job Description

Job Title: **HR Business Partner**

Grade HR11 \$59,500 - \$107,100

Job Code: **EB92**

FLSA status: Exempt

Job Family: Human Resources

Job Function: HR Business Partners

Job Summary

Under supervision, in collaboration across multiple campus units and UHR, administers a variety of complex human resources related programs and processes within multiple 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. Serves to provide professional level HR services to various designated campus units.

Essential Functions

1. Oversees and directs the school/college/department's human resource functions in multiple units, including but not limited to policy and program administration, compliance with applicable laws, and procedures and processes. In partnership with AU's central human resources, works to ensure compliance with human resources and/or university policies, procedures, practices, as well as federal and state regulations and ensures consistency in the application of policies throughout the department.
 2. With guidance from AU's central human resources department and the Director, Human Resource Services, partners with employees, supervisors and managers across several campus units, to communicate various human resources and/or university policies, procedures, practices, as well as changes in federal and state regulations
 3. Provides guidance to management in designated campus units regarding:
 - 1.) 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.
 - 2.) Employee relations issues to resolve concerns while providing courses of action and/or appropriate decisions. Provides coaching and guidance to supervisors and managers in the handling of employee performance issues to include corrective counseling memos and performance improvement plans.
 - 3.) The performance management process, reviewing evaluations as requested and working with managers in effectively using management tools/skills designed to improve performance. Assists in facilitating and identifying employee training.
 - 4.) Insures that payroll transactions are completed timely to meet deadlines. May represents the unit on departmental or campus-wide committees. May lead teams working on HR-related efforts.
 - 5.) Provides oversight of communication and administration of benefits, payroll and records management within area of responsibility.
 4. Partners with supervisors and managers in designated units to evaluate organizational structure, develop new or modified position descriptions, and provide recommendations regarding staffing; coaches supervisors and managers in recruiting and hiring best practices.
 5. 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.
 6. Serves as the liaison for designated units with AU's central human resources. Participates in administrative staff meetings and attends other meetings as needed. Provides development and oversight of onboarding and termination process for employees leaving the department.
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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.

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	Bachelor's Degree	Bachelors Degree with no specific discipline.
Experience (yrs.)	5	Experience in one 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

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. Advanced knowledge of human resources policies, practices, precedents and laws. Knowledge of software systems Banner, KRONOS, & MS Office.

Certification or Licensure Requirements

None required.

Pre-Employment Screening Requirements

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.

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, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

No special vision requirements.

Date: 7/11/2023

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