AUBURN
Human Resources

Mgr, Employee Records

Job Description

JOB INFORMATION

Job Code	EB34
Job Description Title	Mgr, Employee Records
Pay Grade	HR11
Range Minimum	$68,050
33rd %	$86,200
Range Midpoint	$95,270
67th %	$104,340
Range Maximum	$122,490
Exemption Status	Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	8/9/2024 3:54:08 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Records

JOB SUMMARY

The Manager, Employee Records oversees the Human Resources Records Administration team, ensuring the accuracy and safeguarding of employee data for all active Auburn University and Auburn University at Montgomery employees. Oversees the daily record keeping, records initiatives, personnel file management, reporting, and the integration of paper and electronic records across diverse platforms. Develops efficient policies and processes while collaborating with IT professionals for optimal record-keeping systems and implementation of innovative solutions for efficient data storage and access.

RESPONSIBILITIES

- Oversees and manages the administration of employee records management processes and services and ensures efficient and professional customer service while maintaining confidentiality.
- Oversees and manages daily operations within the Records Management team, ensuring adherence to organizational policies, procedures, and regulations. Ensures daily services and tasks are completed on time, such as the timely approval of Electronic Personnel Action Forms (EPAF) submissions, including changes, corrections, and follow-ups, in accordance with established timelines.
- Oversees and conducts audits of HR records data and personnel files and reviews dashboards and error reports in accordance with quality control standards. Identifies, resolves, and troubleshoots data errors and issues to maintain data integrity, ensuring accurate record-keeping. Proactively and regularly monitors and analyzes employee record systems for accuracy, access to records data, and compliance. Manages the elimination of employee records while dealing with highly confidential information and acts in accordance with state and federal regulatory requirements.
- Advises and provides assistance and resources to central human resources, campus HR liaisons, managers, and supervisors to enhance process efficiency and maximize date utilization.
- Oversees record-keeping processes, including establishing procedures, making recommendations on process improvements, training operational staff, and creating training documents outlining procedures regarding appropriate record-keeping. Supports university HR by collaborating to train colleagues and end-users on new processes and functionality, including updating training materials and/or providing one-on-one training sessions.
- Oversees proper data collection and submission when working with external audits, I-9 federal audits, or internal university audits.
- Participates and collaborates in software vetting, vendor relations, research, acquisition, and/or providing input about the employee record keeping system of choice. Recommends modifications to the record-keeping processes as necessary.

RESPONSIBILITIES

- Collaborates with internal business administration support staff to design and maintain accurate mapping and sustainable integrity of all data tables within internal human resources systems (Banner). Manages and ensures interface data files are accurately transferred to third-party solution vendors such as Equifax.
- Prepares personnel information for transmission to the Alabama Department of Labor and State of Alabama new hire reporting. Manages HR record compliance tasks, including employment verifications, internal and external audit responses, state and federal data collection mandates, handling of legal requests, and management of open records requests. Maintains strict confidentiality for all received requests, including legal matters, audits, terminations, and contracts.
- Monitors and verifies access levels to information retained in the HR enterprise system (Xtender) and/or other outsourced solutions. Requests access removal as needed.

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.

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 to 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	
High School Diploma or GED		and	8 years of	Managing records and record information systems, review of records and retention of records. Must include 2 years' experience mentoring or leading employees.	Or
Bachelor's Degree	No specific discipline	and	4 years of	Managing records and record information systems, review of records and retention of records. Must include 2 years' experience mentoring or leading employees.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of general Human Resources and Payroll policies and procedures.	
Knowledge of federal and state laws regulating Human Resources records retention policies and requirements.	
Knowledge of Banner Enterprise Resource Planning System desired.	
Ability to multi-task and communicate effectively.	

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				25 lbs
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.