AUBURN
Human Resources

Spec I, Employee Records

Job Description

JOB INFORMATION

Job Code	ED41
Job Description Title	Spec I, Employee Records
Pay Grade	HR04
Range Minimum	$36,410
33rd %	$41,270
Range Midpoint	$43,690
67th %	$46,120
Range Maximum	$50,980
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	9/23/2025 12:19:53 PM

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Records

JOB SUMMARY

The Employee Records Specialist I, operating within University Human Resources (UHR), is responsible for ensuring the integrity, accuracy and compliance of employee records for all university-affiliated personnel, including faculty, staff, students, temporary workers, affiliates, and contractors. This position serves as a data steward for UHR information within the university's enterprise resource planning (ERP) systems, overseeing personnel actions and documentation in alignment with institutional policies, state regulations, and audit requirements. The Specialist I serves as a key resource for timekeepers and campus stakeholders, supports employment and wage verification processes, and contributes to continuous improvement initiatives with the Employee Records unit.

RESPONSIBILITIES

- Electronic Personnel Action Form (EPAF) Processing: Reviews, updates, and enters EPAFs for various employment actions including new hires, pay adjustments, supervisory updates, departmental transfers, and terminations. Researches submissions to ensure accuracy prior to EPAF processing. Retrieves and verifies support documentation to meet compliance standards, including state auditor requirements.
- Employee Records Maintenance: Scans, indexes, and retains records in a web-based filing system, ensuring they are organized and easily retrievable upon request. Inactivates employee records according to established protocols to maintain system integrity and support timely access to accurate information.
- Stakeholder Collaboration & Issue Resolution: Coordinates with the Onboarding Center, HR Liaisons, and campus departments to verify documentation and resolve discrepancies. Serves as a point of contact for timekeepers and departmental staff, fostering relationships, providing guidance, and promoting adherence to recordkeeping policies and procedures.
- Employment Verification Processing: Processes and responds to wage and employment verification requests in accordance with university guidelines. Troubleshoots issues, advises stakeholders on procedures, and ensures confidentiality in handling sensitive information.
- Contributes to Unit Projects and Initiatives: Participates in special projects aimed at enhancing operational efficiency and accuracy with the Employee Records unit. Keeps the unit manager informed of emerging issues and completes additional duties as assigned.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	High school diploma required.	and	2 years of	Experience in electronic records or database management, including analyzing, researching, or auditing information/data.	Or
Bachelor's Degree	No specific discipline required.	and	0 years of	Experience in electronic records or database management, including analyzing, researching, or auditing information/data.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Preferred knowledge of human resources-related functions.	

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					
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:

Requires performing and/or viewing work on a computer screen for the majority of the day. Ability to view and interpret information on a computer screen for long periods of time.