AUBURN
Human Resources

Spec II, Employee Records

Job Description

JOB INFORMATION

Job Code	ED42
Job Description Title	Spec II, Employee Records
Pay Grade	HR05
Range Minimum	$38,450
33rd %	$44,860
Range Midpoint	$48,060
67th %	$51,270
Range Maximum	$57,680
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	5/8/2026 12:39:57 PM
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JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Records

JOB SUMMARY

The Employee Records Specialist II is as vital member of Auburn University's Human Resources team, responsible for ensuring the integrity, accuracy and compliance of employee records throughout the employment lifecycle. This position serves as a data steward for HR 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.

This role provides advanced support in maintaining and auditing employee records, coordinating complex transactional updates, and ensuring timely processing of employment-related actions. The Employee Records Specialist II also contributes to the development of process controls, supports compliance audits, and serves as a proxy for the Employee Records Manager. Additionally, the position plays a leadership role in training and collaborating with campus partners to promote consistent and accurate recordkeeping practices across the university.

RESPONSIBILITIES

- Employee Records Transactions & EPAF Processing: Reviews, updates, and enters employee records to ensure accuracy and compliance prior to processing Electronic Personnel Action Forms (EPAFs) for hires, pay changes, departmental updates, and terminations. Reconciles moving allowance transaction information for timely submission to payroll. Edits and data updates based on JDXpert, PEAFACT, and SIANST changes. Maintains ERP records and supporting documentation in accordance with state recordkeeping requirements.
- Report Monitoring, Audit & Compliance Support: Scans, indexes, verifies, and retains physical and digital records using a web-based filing system. Conducts periodic audits and file cleanup initiatives, and provides assistance with compliance audit requests, including state file audits. Reviews scheduled reports to identify and correct discrepancies prior to payroll processing. Leads analysis of data trends to uncover systemic issues and recommend process improvements.
- Stakeholder Collaboration & Issue Resolution: Coordinates with the Onboarding Center, HR Liaisons, and campus departments to verify documentation and resolve complex discrepancies. Serves as a point of contact for timekeepers and departmental staff, fostering relationships, providing guidance, and promoting adherence to recordkeeping policies and procedures.
- Training & Knowledge Sharing: Develops and maintains training materials and procedures, ensuring alignment with evolving technologies and policies. Conducts Human Resources Development (HRD) and departmental training sessions to support university-wide recordkeeping practices. Mentors new Employee Records team members, assisting with onboarding and skill development.

RESPONSIBILITIES

- Employment Verification Processing: Manages wage and employment verification requests in accordance with university procedures. Ensures accuracy and confidentiality while troubleshooting errors and providing guidance to internal and external stakeholders. Serves as an authorized approver for Public Service Loan Forgiveness (PSLF) forms, verifying employment details for federal program eligibility.
- Legal Records Support & Managerial Proxy: Responds to high-level and legally sensitive records from external agencies, the Office of General Counsel, and senior university administrators. Provides timely and accurate retrieval of employee records in support of legal proceedings and audits. Upholds strict confidentiality and compliance standards. Acts as a proxy for the Employee Records Manager during absences, offering operational oversight and final review authority for EPAFs and other critical transactions.
- Special Projects & Additional Duties: Participates in HR-related special projects and initiatives as assigned by the Employee Records Manager.

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	4 years of	experience working in an office setting that includes data analysis, ability to research records and documentation review for accuracy, attention to detail and ability to meet deadlines in a fast-paced environment for high volume actions.	Or
Bachelor's Degree	No specific discipline required.	and	2 years of	experience in electronic records or database management, including analyzing, researching, or auditing information/data.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of human resources and related functions, knowledge of the guidelines for acceptable documents and procedures for completing and maintaining the I-9 employment eligibility form.	

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:

Ability to see information in print and/or electronically and distinguish colors.