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## Auburn University Job Description

Job Title: **Spec I, Employee Records**

Job Family: No Family

Job Code: **ED41**

Grade HR04 \$31,800 - \$44,500

FLSA status: Non-exempt

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### Job Summary

Assists with the research, review, scanning, indexing, verifying, input, audit, and retention of employee records for Faculty, Staff, TES, Students, Affiliates, and Contractual employees ensuring a high level of accuracy. Ensures all university policies, procedures, and federal and state guidelines are followed related to employee records.

### Essential Functions

1. Assists with the review, research, input, and audit of employee records and ensures accurate information. Ensures accuracy of information prior to entry by researching and documenting corrections. Reviews, researches, confirms accuracy, and processes electronic personnel actions (ePAF).
2. Assists with the review of I9 and tax compliance records to ensure correct information as presented.
3. Collaborates with payroll and onboarding teams for timeliness requirements. Works closely with employment services, compensation, employee relations and other departments in communication of issues and resolving issues.
4. Assists with reviewing scripts and reports on a daily, weekly or monthly basis as appropriate for analyzing information for correction of records prior to payroll action.
5. Electronically retrieves employee job record documentation through systems and email to support actions for employee records to meet state auditor requirements. Ensures accuracy of information needed. Performs scanning of records, indexing, verifying and retaining of documents in web-based filing system. Inactivates employee records in accordance with protocols for inactivating employee records. Assists with file documentation audits periodically.
6. Submits and researches errors to successfully meet deadlines of state reporting requirements to remain compliant and avoid fines.
7. Keeps supervisor informed of issues that may arise.
8. Assists with tracking and creating documentation of Hiring Proposal errors for discussion of improvement.
9. Participates in execution of HR related projects.
10. May perform other related duties as assigned by the unit leader.

### Supervisory Responsibility

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

*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>	High School	High school diploma required.
<b>Experience (yrs.)</b>	2	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.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### **Minimum Required Knowledge**

Preferred 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.

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

None required.

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### 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.

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

Date: 12/9/2022

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