



**JOB INFORMATION**

Job Code	ED42
Job Description Title	Spec II, Employee Records
Pay Grade	HR05
Range Minimum	\$36,240
33rd %	\$42,280
Range Midpoint	\$45,310
67th %	\$48,330
Range Maximum	\$54,370
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/9/2022

**JOB FAMILY AND FUNCTION**

Job Family:	Human Resources
Job Function:	Records

**JOB SUMMARY**

Performs overall research, review, scanning, indexing, verifying, input, audit, and retention of employee records ensuring a high level of accuracy. Ensures all university policies and procedures and federal and state guidelines are followed related to employee records.

**RESPONSIBILITIES**

- Analyzes and performs 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).
- Coordinates and reviews I9 and tax compliance records to ensure correct information as presented. Researches and follows up related to discrepancy of records which requires a constant contact with the Onboarding Center, Employee, HRL, and Department Admin.
- 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.
- Reviews and analyzes scripts and reports on a daily, weekly or monthly basis as appropriate for analyzing information for correction of records prior to payroll action.
- Performs employment verifications and employee records retrieval upon request from external parties, Office of General Counsel, University administrators and employees. Provides guidance to employees (current and former) of employment verification processes and determines if external or internal action is necessary. Maintains confidentiality with sensitive information and records.
- Electronically retrieves employee job record documentation through systems and email to support actions for employee records to meet state auditor requirements. Researches and confirms accuracy of information needed. Performs or ensures 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. Leads file documentation audits periodically.
- Submits and researches errors to successfully meet deadlines of state reporting requirements to remain compliant and avoid fines.
- Reviews and develops course materials, when needed, and teaches HRD course for EPAFs and HR Banner Information. Trains new department support staff of courses content as requested.
- Keeps supervisor informed of complex issues that may arise.
- Leads and trains new Records staff on protocols, systems, procedures. Develops and maintains written training protocols and documentation.
- May serve as final reviewer and approver as proxy for HR SuperUser on EPAFs.

## RESPONSIBILITIES

- May perform other related duties as assigned by the unit leader.

## 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 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	No Specific Discipline.	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.	

Substitutions Allowed for Experience      Yes

*Substitution 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 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				

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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.