Auburn University Job Description

Job Title: **Mgr, Employee Records & Sys Mgmt**
Job Code: **EB36**
FLSA status: **Exempt**

Job Family: **No Family**
Grade 35: **$51,900 - $86,400**

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**Job Summary**

Responsible for the effective and appropriate management of Auburn University's Human Resources information to drive continuous improvement, deliver and implement efficient information and records processes for key human resources functions. Oversees the management of electronic and/or paper-based records for all University employees. Service areas of support and process/systems improvement include but are not limited to records maintenance, management, and reporting; regular, temporary, student, and staff recruitment and staffing, classification and compensation, benefits, payroll, employee relations, audits, and other related initiatives.

**Essential Functions**

1. Manages and administers systems, processes, services, and interface with end users, internal and external customers ensuring seamless and efficient human resources processes that support the University's workforce.
2. Assists with the planning, design, research, and acquisition of new or upgrade software systems; maintains current knowledge of software and network technology; recommends modifications as necessary.
3. Acts as primary contact with internal business applications support staff (Information Systems Support (ISS)), internal network operations support staff (Office of Information Technology (OIT)), third-party vendors, and internal customer stakeholders across campus (HR Liaisons, etc.).
4. Oversees the administration and management of electronic and/or paper-based employment-related information for all University employees. Manages maintenance and accuracy of employee data for reporting and distribution and ensures data integrity. Manages human resources related documents throughout their life cycle of creation, retention, and elimination ensuring data is retrievable, authentic, and accurate.
5. Responsible for assigning appropriate access levels to information for the HR enterprise system (Banner); responds to internal and external information inquiries; ensures records management compliance with relevant legislation and regulations, policies and procedures.
6. Designs and maintains the mapping and integrity of all data tables for human resources systems, both internal and 3rd party vendors, maintaining data integrity in systems, runs queries and analyzes data to ensure data is captured and produced accurately.
7. Plans and coordinates the delivery of training; advises and provides technical assistance and resources to the human resources team, liaisons, managers, and supervisors to assure improved performance and utilization of systems and processes are proficient and responsive.
8. Routinely engages in research, analysis, problem identification, and resolution providing recommendations to HR leadership for solutions to current policies, procedures, and processes. Ensures services are in compliance with professional standards, state and federal regulatory requirements related to recordkeeping and reporting.
9. As needed, processes a variety of related and recurring personnel actions for Human Resources. May perform other job related duties as assigned.

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**Supervisory Responsibility**


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Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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.
## Auburn University Job Description

### Minimum Required Education and Experience

<table>
<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>Four-year college degree</td>
<td>Successful completion of a four-year undergraduate degree is required. While a major in Operations Management, Human Resource Management, Business Administration, Computer Science, or relevant field(s) would be preferred, the proper combination of recent, directly-related and successful experience as specified below, may support an undergraduate major in any other area of study.</td>
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<tr>
<td>Experience (yrs.)</td>
<td>5</td>
<td>Experience in administering and/or managing employee information; must include the support and/or administration of enterprise human resources information systems; business process analysis support, report writing, and change management; and direct involvement in change-oriented project facilitation and program development.</td>
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**Substitutions allowed for Education:**
Indicated education is required; no substitutions allowed.

**Substitutions allowed for Experience:**
Indicated experience is required; no substitutions allowed.

### Minimum Required Knowledge

Thorough knowledge of Human Resource records state and federal requirements, current best practices of managing maintenance, accessing, and destroying employment information; understanding HRIS databases design, structure, functions, processes and reporting; Full proficiency of Microsoft Excel, Word, and report writing applications; knowledge of systems project development and management, documentation, and project facilitation.

### Certification or Licensure Requirements

None Required.

### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires climbing or balancing, and lifting up to 25 pounds.

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