
Auburn University Job Description

Job Title: **Supv, Human Resource Rec**
Job Code: **DB26**
FLSA status: Non-exempt

Job Family: No Family
Grade 30: \$28,000 - \$46,700

Job Summary

Supervises human resources records area and provides training and support for the human resources information system.

Essential Functions

1. Reviews, verifies, and ensures proper completion and submission of human resources related records to include, but not limited to, personal action forms, I-9s, forms concerning alien employment.
2. Provides advise and training concerning the human resources information system, related forms, work form processing, and policies and procedures related to records.
3. Enters and corrects human resources related information in the information system to ensure employee records are accurate.
4. Gathers data concerning employee records and prepared various reports and/or correspondence.
5. Performs a variety of clerical and administrative duties, which may include (but not limited to) typing, filing, data entry, and processing forms.

Supervisory Responsibility

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.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	5	Experience in record management

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

Knowledge of record management procedures and guidelines

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 sitting, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 1/5/2012
