
Auburn University Job Description

Job Title: **Supv, Employee Records & Retention**

Job Family: No Family

Job Code: **EB34**

Grade HR09 \$48,700 - \$82,800

FLSA status: Non-exempt

Job Summary

Reporting to the Director, Human Resources Services, provides administrative supervision and guidance for the purposes of data collection, data entry, data maintenance, document scanning, and records retention activities in accordance with established records management policies and procedures. Serves as the subject matter expert for Auburn University's Human Resources' records and retention. Oversees all employee record documentation and ensuring documents for entry into the Human Resources system is accurate. Oversees I-9/E-Verify System processes in accordance with applicable laws. Provides training through self and staff for campus stakeholders. Leads Employee Records staff and student in daily entry, scanning, and filing of documents.

Essential Functions

1. Serves as the subject matter expert for Auburn University Human Resources' records. Develops resources and training aids for campus supervisor, employees, and other human resources employees. Provides suggestions and reviews policies and procedures to ensure that all accurate and support records retention activities.
 2. Through self and others, receives, audits, and oversees all employee record documentation, as well as accurately and efficiently prepares, reviews, researches, verifies, corrects, and processes documents for entry into the Human Resources Banner System in accordance with established Auburn University policies and procedures.
 3. Leads customer service efforts to University departments regarding questions and problems with Electronic Personnel Action Forms (EPAFs) and employee job records.
 4. Supervises the accurate scanning of all employee records, from new hire to termination of employment for all employee types, into appropriate system. Maintains and organizes Human Resources files in compliance with Federal and State laws to include storage, retrieval coordination, purging, shredding and destruction
 5. Supervises Employee Records staff and students in performance of employee records entry, scanning and filing of documents and retrieval of documents based on legal requests. Ensures scheduling of students to sort, scan and index documents into Xtender record system. Leads staff in process improvement efforts which improve efficiency and quality.
 6. Initiates and analyzes daily queries to identify actions needed to be taken. Reviews, corrects, and communicates errors or updates to involved parties.
 7. Oversees I-9/E-Verify System processes to include administrative support to stakeholders and employees and systematic purging as required by law. Collaborates with vendors on a daily basis to correct errors and address issues. Communicates with Human Resource Liaisons, supervisors, and other related parties to ensure employees' information is correctly identified and uploaded.
 8. Researches and responds to records appeals, audits, or inquiries per established guidelines. Provides information and assistance regarding relevant University policies and procedures; determines appropriate course of action, referral, or response. Refers cases and requests to supervisor when needed.
 9. Responsible for testing Banner system upgrades and providing results to designated information technology specialists.
 10. Completes and ensures accuracy of required State of Alabama New Hire Report.
-

Auburn University Job Description

11. May perform other job-related duties as assigned.

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.



Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Some college; vocational or Associate's Degree	No specific discipline
Experience (yrs.)	7	Experience in managing records and record information systems, review of records and retention of records. Must include 2 years' experience mentoring or leading employees.

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

Knowledge of general human resources and payroll policies and procedures. Ability to multi-task and communicate effectively.

Knowledge of federal and state laws regulating Human Resources records retention policies and requirements.

Knowledge of Banner Enterprise Resource Planning System desired.

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, and lifting up to 25 pounds.

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

Date: 5/26/2022
