
Auburn University Job Description

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

Job Family: No Family

Job Code: **ED42**

Grade HR05 \$33,600 - \$50,400

FLSA status: Non-exempt

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.

Essential Functions

1. 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).
2. 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.
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. 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.
5. 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.
6. 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.
7. Submits and researches errors to successfully meet deadlines of state reporting requirements to remain compliant and avoid fines.
8. 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.
9. Keeps supervisor informed of complex issues that may arise.
10. Leads and trains new Records staff on protocols, systems, procedures. Develops and maintains written training protocols and documentation.
11. May serve as final reviewer and approver as proxy for HR SuperUser on EPAFs.
12. May perform other related duties as assigned by the unit leader.

Supervisor Responsibility

Auburn University Job Description

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.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	No Specific Discipline.
Experience (yrs.)	4	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

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.

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.

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

Job occasionally requires standing, walking, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

Ability to see information in print and/or electronically and distinguish colors.

Date: 12/9/2022
