



<b>Job Title</b>	Associate Director, Employee Records	<b>Job Code</b>	HR0621
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	21
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Human Resources	<b>Union Code</b>	0
		<b>Subfamily</b>	HRIS/Records

**Job Family & Subfamily Summary**

**Human Resource Professionals** provide human capital services for an inclusive University workforce for both current and prospective employees through compliant programs and policies.

**HRIS/Records Professionals** perform administrative duties in support of the maintenance of employee records, including personnel status updates, terminations, and new hires. Assist in the collection of employee information for reports and statistical research. Enter employee data into HRIS.

**Job Summary**

Oversees employment services and records to ensure accurate and timely processing and review of functions including, but not limited to; Electronic Personnel Action Forms, on-boarding documents, I-9 and E-Verify compliance, work authorization expirations, FICA status, public record requests, annual and probationary performance appraisals. Ensures compliance to university, state, and federal regulations, laws, and policies related to employment and records.

**Representative Duties**

**1. Operations Management**

- Ensures accurate and timely review and processing of employment services and records functions
- Analyzes and evaluates queries, reports, and employee information to validate data integrity of employee records
- Implements and administers processes and practices to ensure compliance with federal, state, and university laws, regulations, and procedures
- Facilitates completion of public record requests and serves as the point person for related inquiries
- Processes or coordinates with appropriate departments for processing of advanced notice separations, non-renewed appointments, disciplinary actions, and faculty awards
- Reviews and interprets university, state, and federal policies, laws, and regulations
- Represents the university regarding authentication of documents through sworn documentation or legal hearings
- Communicates best practices and procedures and disseminates information on compliance to departments
- Creates and conducts trainings to hiring departments related to employment services and records
- Leads the testing of system upgrades or changes and investigates system issues and escalates if needed
- Provides guidance about international employment, work authorization, and taxation policies and procedures

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
6+ years of relevant work experience 2+ years of leadership experience		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.