



Job Title	Employee Records Specialist I, II, III	Job Code	HR0611, HR0612, HR0614
Pay Plan	USPS	Pay Grade	13, 14, 15
Union	Non-Union	FLSA Status	Non-Exempt
Job Family	Human Resources	Union Code	0
		Subfamily	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

Supports the employment services and record keeping processes including imaging and scanning personnel documents, responding to public record requests, subpoenas, employment verifications, and unemployment claims, and reviewing performance appraisal forms.

Representative Duties

1. Employment Documents and Verifications

- Prepares and sorts incoming documents into respective categories for imaging
- Scans documents in preparation for indexing to internal systems where official personnel files are housed
- Indexes and uploads files to the internal personnel system
- Investigates trouble areas within the imaging process and assesses efficiency
- Maintains open communication with departments regarding guidelines governing official personnel files
- Reviews and keys the overall performance appraisal’s ratings into the internal personnel system
- Forwards less than effective appraisals or extension of probationary status documents to appropriate administrator(s)
- Coordinates all document/record requests
- Provides public record requestors with a payment invoice
- Upholds current state statutes relating to public records
- Instructs requestors on how to operate the third party electronic employment verification system
- Completes verbal and written employment verifications, as needed

2. Unemployment Compensation Claims

- Responds to unemployment compensation claims via the electronic system by prescribed deadlines
- Coordinates with payroll to obtain leave pay out information
- Connects with departments for clarification on employee status, as needed

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)		
Licensure(s)		
Work Experience		
See Level Addendum below		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

Level Addendum

Career levels exhibited in this role are listed below. The extent of representative duties listed above will vary in accordance with level of scope, autonomy, and experience described below.

Level I

- 0+ years of relevant work experience
- Work is closely supervised
- Problems faced are not typically difficult or complex
- Explains facts, policies and practices related to job area

Level II

- 2+ years of relevant work experience
- Works independently with general supervision
- Problems faced are difficult but typically not complex
- May influence others within the job area through explanation of facts, policies and practices

Level III

- 4+ years of relevant work experience
- Managing projects / processes, working independently with limited supervision
- Coaching and reviewing the work of lower level professionals
- Problems faced are difficult and sometimes complex

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.