



<b>Job Title</b>	Manager, Employee Records	<b>Job Code</b>	HR0618
<b>Pay Plan</b>	A&P	<b>Pay Grade</b>	18
<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**

Manages the functions of Employment Services and Records. Ensures compliance with university, state, and federal regulations. Responsible for accurate and timely processing of employment services functions and records including, but not limited to; Electronic Personnel Action Forms, on-boarding documents, imaging and retention of personnel records, and annual and probationary performance appraisals.

**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
- Communicates document discrepancies and updates data to be accurate
- Processes non-renewed appointments, disciplinary actions, advanced notice of separations, and faculty awards
- Ensures compliance with federal, state, and university laws, regulations, and procedures
- Provides guidance to staff members on employment policies and procedures
- Responds to employment claims; retrieves any lacking essential documentation to support claims
- Advises managers on contesting/appealing claims and prepares managers for their role at unemployment hearings
- Represents the university at unemployment hearings
- Liason between HR and the unemployment vendor

**2. Supervision, Support, and Training**

- Develops and improves user guides for staff to utilize around Employment Services and Records processes
- Assists in the development, refinement, and implementation of policies and procedures
- Creates and updates on-boarding documents; develops and presents training courses
- Leads the testing of system upgrades or changes; investigates system issues and escalates if needed
- Serves as the subject matter expert for the Electronic Personnel Action Form

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Bachelor's	Master's
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
4+ years of relevant work 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.