Job Description

Job Title: Human Resources Data Management Specialist
Grade: J
Department: Human Resources
FLSA: Non-Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:
Serves as the primary specialist of extremely confidential employment related records including personnel files, background checks, I-9 forms, and information contained within the HRIS system.

Characteristic Duties and Responsibilities:
1. Collects, prepares, organizes, and maintains a variety of highly confidential employment related records, I-9 forms, files, reports, and certifications relative to Human Resources functions
2. Assures proper storage, organization and retrieval of information of HR records.
3. Works with hiring authorities to insure prompt and accurate flow of employee documentation.
4. Conducts employee background checks; reviews results and refers cases to management as needed.
5. Compiles, distributes, collects and enters I-9 re-verification requests, employment contracts, missing documentation and other documents as assigned.
6. Coordinates the request for queries from the HRIS system as directed.
7. Responds to inquiries for verification of employment for employees including Employment Security
8. Serves as a resource for staff and applicants on all issues associated with personnel files, HRIS records, and other confidential documents.
9. Handles problems and inquiries that require some use of independent judgment to fit facts with established procedures.
10. Conducts basic research and compiles information as requested.
11. Maintains the Human Resources web page when requested.
12. Provides coverage for the reception desk when requested.
13. May perform similar duties in support of other departmental personnel on an as-needed basis.
14. Performs other duties as assigned.

Reporting Relationships:
Direction Received: Reports to the Director Employee Relations and Retention
Direction Given: No authority or responsibility for the supervision of others, project direction or program management

Minimum Requirements:
Associate’s degree from an accredited educational institution preferably in Human Resources or Business Administration and 2 years of confidential records maintenance experience, human resources experience preferred.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade.

October, 2008
Job Title: Human Resources Data Management Specialist  
Grade: J  
Department: Human Resources  
FLSA: Non-Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

Knowledge, Skills, Abilities and Worker Characteristics:
Knowledge of applicable state and federal employment laws and regulations  
Knowledge of typical office procedures  
Knowledge of data/records management practices  
Excellent communication skills, both verbal and written  
Pro-active customer service orientation  
Excellent computer and data entry skills and proficiency with Microsoft Office  
Ability to work both independently, within a team, and with individuals from diverse backgrounds  
Excellent organizational skills  
Ability to prioritize and handle multiple assignments in a fast-paced environment  
Ability to handle confidential information with absolute discretion

Working Conditions:
Typical office environment; infrequently lifting and carrying items up to 10 lbs.; infrequently twisting or bending at the waist or reaching overhead; infrequently traveling between buildings on campus or to other campuses; frequently listening to and talking with students, faculty and other staff members either in person or by telephone; frequently sitting at a desk or workstation using a computer display, keyboard, and mouse

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade.

October, 2008