

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: HR RECORDS SPECIALIST, SENIOR

Reports To: Designated Supervisor

UW Job Code: 3211

UW Job Family: 32 – Administrative Support

SOC Code: 13-1071

FLSA: Exempt

Pay Grade: 20

Date: 2-1-21

JOB PURPOSE:

Provide high-level processing expertise and records analysis for core Human Capital Management (HCM) transactions; implement quality control in the transaction processing and approval processes; provide detailed guidance in records management, employment verification, and statistical data.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide and maintain written unit procedures and other documentation. Review and edit QRGs for accuracy.
- Process and approve a high volume of transactions using standard operating procedures and university guidelines for multiple types of HR transactions, including hires, terminations, assignment changes, personal changes and related activities. Analyze, recognize and evaluate accuracy of information submitted by several different sources.
- Collaborate with staffing partners and/or Class/Comp to confirm discrepancies or make corrections. Perform follow-up transactions as tracked on individual spreadsheet.
- Manage daily imports (hires), track processing dates and coordinate timely processing of transactions. Manage HCM worklist daily by analyzing transactions and employee records to determine if actions are correct and acceptable per HR policies. Make decisions to approve/reject transactions and communicate with departments and/or employees if necessary. Troubleshoot transactional issues and work with business analysts for resolution.
- Provide excellent customer service in person, on the phone and by email. Act as information source for employees and departments accurately explaining policies, procedures, and processes. Assist with transaction and form completion.
- Provide guidance and training to new unit employees. Provide HCM expertise in areas of testing, reporting and workflow management.

- Complete verbal and written employment verifications following HR policy in coordination with Payroll to obtain accurate pay data. Analyze all employee records, both in HCM and HRMS, as well as perform advanced math calculations. Manage and maintain data in spreadsheet.
- Accurately calculate accruals and terminal leave when processing benefited terminations. Effectively collaborate and communicate with departments, Benefits and Payroll.
- Run pre-payroll and other data management reports to ensure data compliance with active assignments/non-active salary or time card entry. Lead periodic audit reviews to ensure data integrity.
- Maintain confidential employee personal records such as name changes, social security number updates and user name changes.
- Present Human Resources information at deep dives and other HCM training.
- Monitor and maintain Decentralized Human Resources (DHR) representative roles in HCM.
- Subject matter expert in testing of HCM system quarterly upgrades.
- May hire, train, supervise, and provide work assignments to student workers and work-study students assigned to the Records unit.

SUPPLEMENTAL FUNCTIONS:

- Perform other duties as assigned.
- Participate in specialized HR training and orientations.
- Assist other HR units when necessary.

COMPETENCIES:

- Attention to Detail
- Analysis/Problem Identification
- Consistency
- Integrity
- Service Orientation
- Teamwork (Cooperation)
- Work Tempo

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree, in a business-related field.**

Experience: **At least 2 years of HR experience with 1 year of records work experience is required.**

Required licensure, certification, registration or other requirements: **HR certification is preferred.**

KNOWLEDGE, SKILLS, AND ABILITIES:

- University, state, and federal human resources policies, laws, and regulations.
- Principles of human resource management. Advanced human resources concepts, practices, policies, and procedures.
- Advanced customer service standards and procedures.

- Ability to perform detailed and routine records maintenance.
- Communicate effectively both orally and in writing with a wide range of individuals and constituencies.
- Resolve customer complaints and concerns.
- Gather and analyze statistical data and generate reports.
- Work with exceptions to policies that complicate work of designated unit.
- Demonstrated ability to take initiative and ownership of projects.
- Strong attention to detail and accuracy.
- Ability to learn and apply general human resources policies using problem-solving skills.
- Ability to maintain confidentiality and effectively handle highly sensitive and personal information with sound judgment, tact and discretion.
- Ability to multitask and effectively organize workload.
- Strong and effective interpersonal and customer service skills.
- Familiarity with HR information systems, such as HCM, and time/leave systems.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment; regular exposure to video terminal displays. Occasional travel required.

DISTINGUISHING FEATURES:

HR Records Specialist: Assist with processing and records analysis for Human Capital Management (HCM) transactions; assist with implementing quality control in the transaction processing and approval processes; provide detailed records management, employment verification and statistical data.

HR Records Specialist, Senior: Provide high-level processing expertise and records analysis for Human Capital Management (HCM) transactions; ensure quality control in the transaction processing and approval processes; provide detailed records management, employment verification and statistical data. HR Records Specialist Senior's possess greater knowledge of operational and technical tasks related to Human Resources and will provide training to HR Records Specialists. They are further distinguished by the complexity of assigned work; an ability to identify options and develop solutions for unique or unprecedented situations; lead quality control audits; greater decision-making authority; and the judgment, resourcefulness, and ability to identify issues and/or areas that should be addressed differently. They are resources for others, participating in mentoring, coaching, and training.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.