

## **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**

**Reports To:** Designated Supervisor

**UW Job Code:** 3213

**UW Job Family:** 32 – Administrative Support

**SOC Code:** 13-1071

**FLSA:** Non-exempt

**Pay Grade:** 18

**Date:** 2-1-21

**JOB PURPOSE:**

Provide data processing and records analysis for core Human Capital Management (HCM) transactions; assist with quality control in the transaction processing and approval processes; assist with employment verification, and data requests.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Utilize written unit procedures and other documentation to perform duties.
- 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.
- Collaborate with staffing partners and/or Class/Comp to confirm discrepancies or make corrections. Perform follow-up transactions as tracked on individual spreadsheets.
- Process daily imports (hires), track processing dates and coordinate timely processing of transactions. Work through 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. Learn to 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.
- Complete verbal and written employment verifications following HR policy in coordination with Payroll to obtain accurate pay data. Review all employee records, both in HCM and HRMS, as well as perform advanced math calculations. Maintain data in spreadsheet.

- Learn to accurately calculate accruals and terminal leave when processing benefited terminations. Effectively collaborate and communicate with departments, Benefits and Payroll.
- Assist with pre-payroll and other data management reports to ensure data compliance with active assignments/non-active salary or time card entry. Assist with periodic audit reviews to ensure data integrity
- Maintain confidential employee personal records such as name changes, social security number updates and user name changes.
- Monitor and maintain Decentralized Human Resources (DHR) representative roles in HCM.
- Assist in testing of HCM system transactions for quarterly upgrades.

### **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 is preferred. High School diploma and at least 2 years of HR experience is required.**

Experience: **At least 1 year of data entry and computer systems experience is preferred.**

Required licensure, certification, registration or other requirements: **None**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- University, state, and federal human resources policies, laws, and regulations.
- 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.
- 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.

### **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.