



DATE ISSUED: 09/07
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Supervisor, Records

JOB SUMMARY

Performs responsible administrative work in the day-to-day management of Human Resources by directly supporting the Director of Human Resources Employee Services with duties that encompass the administration of human resources records. Work is performed under limited supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director, Human Resources Employee Services

Supervises: May assist with supervision of Student Assistants

PRIMARY DUTIES - *May include, but not limited to the following:*

Answers policy and practice questions for area of responsibility.

Supports the Director of Human Resources.

Reviews on-line Personnel Transaction Forms (PTF) and Template PTFs to ensure accurate data.

Coordinates PTF corrections with Academic Financial Services and with the departments.

Oversight of on-line Oracle PTF information.

Assists departments and Academic Financial Services with questions on proper entry of on-line and template PTFs.

Reviews I-9 documentation to ensure completion prior to activating an employee's record.

Supervises the function of employee personnel file maintenance for all campuses.

Supervises all employee demographical changes.

Assists with data clean up initiatives.

Utilizes Oracle ADI to perform mass updates to employees' records.

Processes audit reports within Oracle to ensure accurate data.

Transmits weekly personnel reports to HRIS and corrects errors as appropriate.

Works closely with the Manager of Payroll to meet monthly payroll deadlines.
Ensures compliance with records retention regulations for all areas of Human Resources.
Supervises prior state service process.
Develops efficient, service oriented procedures for areas of responsibility.
Conducts website review for accuracy of information and links.
Tests and confirms newly installed Oracle patches for impact on functionality.

ADDITIONAL DUTIES

Corrects HRIS Payroll Reports.
Creates skeletal demographical information in the Colleague System.
Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Bachelor's degree in Human Resources or a related field of study preferred. PHR/SPHR certification preferred.

EXPERIENCE

Four years state agency or higher education experience within a benefit department. Oracle HRMS module experience preferred.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
Ability to apply budgetary and fiscal planning techniques within financial constraints.
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
Ability to communicate effectively orally, by phone, in person, and in writing.

Ability to use a personal computer and other office equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye. May be required to sit for long periods of time.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the

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differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.